



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

LEAVE OF ABSENCE REQUEST

The College will no longer authorise holidays in term time. We understand, however, that leave of absence may sometimes be necessary for medical appointments or for compassionate reasons. If you know in advance that your youngster needs to be absent from college, please complete the form below and return it to your child's tutor or the Attendance Co-ordinator.

If your child unexpectedly needs to be absent please contact the Attendance Co-ordinator as early as possible in the day on 01579 386014.

Thank you.

Student's name:.....

Tutor group:.....

Date of requested absence:.....

Reason:.....

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Parent/Guardian's name:.....

Parent/Guardian's signature:.....

Contact number:.....