

# OAKDALE INFANTS' SCHOOL

## REQUEST FOR ABSENCE FROM SCHOOL

I/We request permission for our child(ren) .....  
in Class(es) ..... To be absent from school on the following dates:

Reason:

Signed ..... Date .....

*(The acknowledgement below will be returned as soon as possible)*

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Dear

Re: ..... Class(es) .....

Thank you for your request for time out of school. We have:

- recorded the dates in the school register and authorised the absence.
- recorded the dates in the school register as unauthorised absence.

Signed ..... Date .....