



Hayton C of E Primary School, Hayton, Brampton, Cumbria, CA8 9HR
 Telephone: 01228 670491 Fax: 01228 670081
 E-Mail: admin@hayton.cumbria.sch.uk
 Head Teacher: Mrs S Lingard

REQUEST FOR ABSENCE

Name of Person Submitting Absence Request		
Name(s) of Child(ren)	_____ Year _____ _____ Year _____ _____ Year _____	
Dates of Requested Absence	From _____	To _____
Reasons for Requested Absence		
Parent/Carer Signature _____ Date _____		
To be completed by Head Teacher		
Request Outcome	Agreed <input type="checkbox"/>	Not agreed <input type="checkbox"/>
Reasons for Response		
Signed _____ Date _____ Mrs S Lingard		