



Pennaeth /  
Headteacher:  
Mr J M Wilson BA

## Yr Ysgol John Frost - The John Frost School

Lighthouse Road, Duffryn, Newport NP10

Tel: 01633 654100 email: post@thejohnfrostschoo.co.uk

Website: www.thejohnfrostschoo.co.uk

### Request for Absence from School

**PLEASE COMPLETE IN BLACK INK**

Name of student: \_\_\_\_\_ Form: \_\_\_\_\_

Dear Mr Wilson

I, the parent/guardian of the above student, request leave of absence from school for a period of \_\_\_\_\_ days between \_\_\_\_\_ to \_\_\_\_\_

Reason for Request:

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian

***Please return this form to Miss Edwards, Attendance Officer, The John Frost School***

\_\_\_\_\_  
\_\_\_\_\_

Dear Parent/Guardian

### Request for Absence from School

- The Headteacher is willing to agree to your child's leave of absence as requested above.
- The Headteacher is unwilling to agree to your child's leave of absence as requested above.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Attendance Officer