



Beam County Primary School
Oval Road North, Dagenham, Essex, RM10 9ED.

SPECIAL LEAVE REQUEST FORM

To the Headteacher / Chair of Governors of Beam County Primary School

Child(ren's) Name(s) :

Class (es) :

Date(s) for which absence is requested:

From to Total days:

Specific Reason for Absence:

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You may wish to provide a separate letter in support of your request outlining the reasons (if so, please attach)

Your child (ren) may be given work to be done whilst away from school

For schools use:

Child(ren) will / will not be sitting public examinations

Leave approved / not approved / will be unauthorized

Signed SLT

Date

Email: office@beam.bardaglea.org.uk, Telephone: 020 8270 4700, Fax: 020 8270 4699
beamcountyprimary.co.uk

Headteacher: Miss T A Whittington, NPQH, BA (Hons), PGCE
Deputy Headteacher: Mrs. Smallbridge, BA (Hons), PGCE Chair of Governors: Mr E Oko-Jaja

