



Carter's Charity Primary School

Pilling Lane, Preesall, Poulton-Le-Fylde, Lancashire FY6 0HH

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Headteacher: Mr Brendan Hassett

Wednesday, 28 August 2024

Dear XX

Thank you for your request for leave of absence for XX for X school days from XX/XX/XXXX, with a return to school on XX/XX/XXXX.

Your request for leave has been authorised as it is deemed to be exceptional on this occasion.

However, any further requests are likely to be unauthorised and you should be aware that unauthorised absences carry with them the risk of a penalty notice or a prosecution.

Yours Sincerely

Headteacher