



Application for Leave of Absence for Annual Leave

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS

Name of school: **Henry Allen Nursery School**

Proposed dates of absence: From: _____

To: _____

Returning to school on: _____

I request permission from the school's Headteacher / Governing Body for my child:

Name: _____ Class: _____

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of Parent/Carer: _____ Date: _____

The completed form should be submitted to the Headteacher of your child's school not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the Senior Early Years Leader before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused any absence for the above will be recorded at the end of the school year as unauthorised absence.

*Having a good education will help to give your child the best possible start in life.
If your child is absent for any period, he or she may miss
essential elements of their learning programme.*

For Office use:

Academic Year	
Total no. of absences to date	
No. of authorised absences to date	
No. of absence as authorised holiday to date	