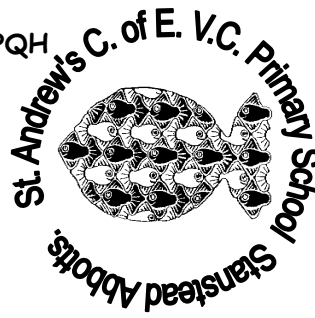


Headteacher:
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APPLICATION FOR LEAVE OF ABSENCE DURING TERM-TIME NURSERY

As a parent or carer, you should fill in this form if you want to take your child out of school during term time.

After completing this form, please return it to the School Office no less than 2 weeks before the date when you want the period of absence to start.

The conditions under which leave of absence during term time may be granted are contained in Reg. 7 of The Education (Pupils Registration) Regulations 2006 and Sections 62-68 of DfES publication Keeping Pupil Registers 2008

Whilst we appreciate that it is not a legal requirement for parents/carers to complete a leave of absence request form while their child is of nursery age, in line with our Attendance Policy we feel that raising the profile of attendance is equally as important for our Nursery children, as those in the main school. This encourages a good attendance procedure as your child progresses through school.

CHILD'S NAME: _____ YEAR: _____

ABSENCE DATES: From: _____ To: _____

NUMBER OF SCHOOL DAYS: _____

REASON WHY ABSENCE IS NECESSARY DURING TERM-TIME, RATHER THAN SCHOOL HOLIDAYS:

SIGNED: _____ Parent/Carer DATE: _____

WE WILL ACKNOWLEDGE RECEIPT OF YOUR APPLICATION BY LETTER
AS SOON AS POSSIBLE