



Letchmore Infants' and Nursery School
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 Hertfordshire SG1 3PS
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Co-Headteachers: Mrs Jo Harding BA Hons
 Mrs Eleanor Williams BA

Hons

APPLICATION FOR ABSENCE LEAVE OF ABSENCE IN TERM TIME

Parents do **not** have a right to take their children out of school during term time and, by law, you must ask permission for your child to take leave of absence school.

Stevenage Primary Heads, working with representatives of the Local Authority, will **no longer authorise leave of absence** in term time, except in very exceptional circumstances.

Parents wishing to apply for their child to have leave of absence should complete this form and return it to school **at least three weeks** in advance of the proposed leave.

If you feel that there are exceptional circumstances, please give details below, after which **you will be contacted by the school to arrange a meeting with the Attendance Team** to discuss the matter.

Child's surname:		Child's first name:	
Date of birth:		Teacher:	
Parent's surname:		Parent's first name:	
Child's address:			
Length of absence:	days	Dates from and to:	
First day of absence:		Last day of absence:	
Reason for absence:			
Is the child's attendance already below 90% (you would have been notified by letter if this is the case)			YES / NO
Will your child be absent for more than ten school days?			YES / NO
Has your child already had leave of absence during term time this school year? Please provide dates:			YES / NO
Parent's/Guardian's signature:			
Date received in school		Authorised:	YES / NO
Headteacher's Comment and Signature:			

