

Primrose Hill Primary School

Princess Road London NW1 8JL

Tel. 020 7722 8500

LEAVE OF ABSENCE DURING SCHOOL TIME

This form is to be completed by the parent/carer and submitted to the Headteacher **BEFORE** the period of absence.

To: The Headteacher

Re : Class:

..... Class:

I request permission for the above named child(ren) to be absent from school on the following date(s) :

From:..... To:

Number of school days absent:

It is necessary to take my child(ren) out of school during term time because:

.....
.....
.....
.....

Signed: Date:
(Parent/carer)

DECISION OF HEADTEACHER

This period of absence is authorised.

This period of absence is unauthorised and will be reported to the Education Welfare Officer.

This request has been discussed with the parent / carer

.....
.....

Signed: Date:
(Headteacher)

Educational Regulation 9(1)(e)

"If a pupil of compulsory school age fails to return within ten school days of the agreed date, and the failure is not due to sickness or any other unavoidable cause, his/her name should be taken off the register."

For office use only –

Illness

Annual family holiday

Extended leave

Other circumstances

Unauthorised absence

Medical/Dental treatment

Religious observance