



PINNER PARK INFANT AND NURSERY SCHOOL
Melbourne Avenue, Pinner, Middlesex, HA5 5TL

REQUEST FOR LEAVE FROM SCHOOL

Please fill in the form below to request leave from school. Leave will be authorised for a limited number of circumstances, for example medical treatment, hospital appointments or exceptional family circumstances. All absences, and the reasons, are marked on your child's attendance record.

Government regulations state that children should not be taken out of school for holidays, therefore **holiday absence will not be authorised.**

A Local Authority agreement allows only three days authorised absence for religious reasons.

If you feel there are exceptional circumstances surrounding a request for absence, please make an appointment to see the Headteacher.

Where absence has been authorised, if, *for any reason*, the child is not back in school on the date given and agreed with the school, please contact the school **immediately** or your child's place within school may be at risk, meaning you would have to reapply for a school place.

Child's Name: Class:

Reason for request for leave from school:

Number of school days requested

Date of first day of leave Date back in school

I understand that I must inform the school if my child will not be back in school by this date, otherwise he/she may be taken off the school roll.

Requested by:
Parent / Guardian *Date*

Authorised by:
Headteacher *Date*

Days authorised Days unauthorised

Headteacher's Comments