

Kington St Michael CE Primary School

REQUEST FOR LEAVE TO BE ABSENT IN TERM TIME (other than holiday)

Dear Parents,

All parents will understand that regular attendance at school is necessary for children to make good progress with their education. Therefore we hope that appointments will be made after school ends. However, we appreciate that this may not always be possible and other circumstances may arise.

Child's name Class

I am requesting that my child be absent from school from to..... (Dates)

I am requesting that my child be absent from school on (Date) from to..... (Times)

Please give the full reason for asking for leave of absence in term time.

.....
.....

Signed (Parent/Guardian)

RESPONSE TO REQUEST FOR LEAVE

I am writing to inform you that you have been granted permission for your child to be absent from school from to

Yours sincerely,

Headteacher