



Kington St. Michael C.E. Primary School

A National Support School

Head teacher; Miss T J Cornelius B.Ed (Hons) National Leader of Education, N.P.Q.H.

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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 on: _____

from _____ to _____

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

Full name of Parent / Carer: _____

Parent / Carer Signature: _____



RESPONSE TO REQUEST FOR LEAVE

I am writing to inform you that you have been granted permission for your

child _____ Class _____

to be absent from school on _____ from _____ to _____.

Yours sincerely

Miss T Cornelius
Head teacher

National Support School
designated by



National College for
Teaching & Leadership

"Learning together, aiming high"

