

Park Junior School

Together We Make A Difference

Head Teacher Mr David Tebbutt

Deputy Head Mrs Jenny May



Great Park Street, Wellingborough,

Northamptonshire, NN8 4PH

Tel: 01933 224 501

Fax: 01933 277 976

www.parkjuniorwellingborough.co.uk

head@park-jun.northants-ecl.gov.uk

Request for Leave of Absence during Term Time

To the Head Teacher

I hereby request leave of absence to be granted to:

Child's name: Class:

Child's name: Class:

The first day of absence from school to be:

The last day of absence from school to be:

Total number of school days to be missed:

Reasons why leave of absence is requested during school term
time.....
.....

PLEASE NOTE: ABSENCE LEAVE FOR HOLIDAYS WILL NOT BE AUTHORISED

During the current school year I have/have not* made such a request previously (*delete as applicable)

Signature: (Parent/Carer)..... Date:

Reply Slip

Child's name:..... Class:..... % pupil attendance

Child's name:..... Class:..... % pupil attendance

First day of absence from school to be.....

Last day of absence from school to be.....

Total Number of school days to be missed.....

- Leave of absence has been authorised for: days
- Please make an appointment to discuss this request further.
- On this occasion I am unable to authorise leave of absence as requested.

Signed..... Headteacher

Date.....



SCHOOL MEMBER

