

Baylis Court Nursery School

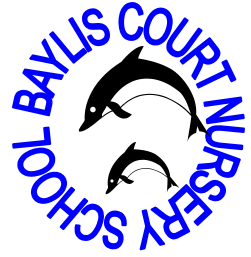
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Head Teacher: Mrs Aimee McElwee

Request for Leave of Absence during term time

To the Headteacher:

I request that leave of absence be granted to
of group from to
to enable him / her to
.....

Signature of Parent / Guardian

Print Date.....

Notes:

1. This form is to be completed and given to the Headteacher before the period of absence and before any firm arrangements have been made.
2. Schools have a discretionary power to grant leave (up to 10 days) in accordance with the Governing Body's Policy. Slough Borough Council's Policy is that there should only be a single leave of absence in the primary phase (5 to 11) and one in the secondary phase (11 to 16).

Leave of absence Granted Yes / No

Signature of Headteacher Date