

Rack House Primary School

Notification of Leave of Absence from School

Regular attendance at school is vital for your child's educational progress. We expect all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays taken in term time can impact on your child's progress.

Whilst we are aware that school attendance is not compulsory for Nursery pupils, their places can be withdrawn if their attendance is poor. With this in mind, we ask that you try to arrange leave of absence during the school holidays wherever possible.

If you require your child to take of absence during term time please complete this form and return it to school, so that we aware of the reason for your child's absence.

Parent /Carer Section

Surname of child: _____ First name: _____

Date of Birth: _____ Year group: Nursery/Reception

Surname of Parent: _____ First name _____

Relationship to child _____

Surname of Parent: _____ First name _____

Relationship to child _____

Home address: _____

Home telephone number: _____

Mobile telephone number: _____

Reason for request: _____

Number of school days absence: _____ Destination: _____

Date of Departure: _____

Date due back in school: _____

Emergency contact number in Manchester: _____

Parent/Carers signature: _____