

**Bensham Grove Community Nursery School**

**Leave of Absence**

**PARENTS SECTION (to be completed first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname of child |  |  | First name |  |  |
| Date of birth |  |  |  |  |  |
| Surname of parent/guardian |  |  | First name |  |  |
| Address of child |  |  |  |  |  |
| Postcode |  | Telephone number |  |
| **About the request for your child’s leave of absence** | Reason for Absence  |  |  |
| Total number of school days |  | From |  | To |  |
| Parent’s/Guardian’s Signature |  |

**---------------------------------------------------------------------------------------------------------------------------------------------------------**

**SCHOOL SECTION**

|  |  |  |
| --- | --- | --- |
| Name of child: | Number of previous days absence | Current percentage attendance |
| Headteacher’s Signature: |  | Date  |