

**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 | | | | |  | | | | | | | |

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**SCHOOL SECTION**

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