



Mill Rythe Infant School
Havant Road, Hayling Island, Hampshire,
PO11 0PA

Headteacher: Mrs. P. Lock, B.Ed.(Hons).

APPLICATION FOR LEAVE OF ABSENCE OF SCHOOL CHILD

To the Headteacher (Mrs P. Lock) Mill Rythe Infant School

I request that my child

shall be granted leave of absence

fromto No of days
(give inclusive dates)

Reason (ie. annual holiday)

Class Teacher

Signature of Parent/Guardian

Address

Date

NOTE: Please send this application to the Headteacher before the first date of absence for approval to be given.

Leave of absence may be granted for **not more than** two weeks in any educational year (i.e. between 1st August and 31st July).

To: Parent/Guardian Name of Child

No. of days requested from to

I confirm that approval has been given for this absence from school.

With days booked previously, this makes a total of days booked.

Headteacher's Signature.....