



**LITTLE DEWCHURCH C of E
PRIMARY SCHOOL**
Little Dewchurch, Herefordshire.
HR2 6PN
Tel: 01432 840645 Fax: 01432 840340
Email: admin@little-dewchurch.hereford.sch.uk
www.little-dewchurch.hereford.sch.uk



**MARLBROOK COMMUNITY PRIMARY
SCHOOL**
Green Croft, Redhill, Hereford. HR2 7NT
Tel: (01432) 266643 Fax: (01432) 272179
Email: admin@marlbrook.hereford.sch.uk
www.marlbrookschool.com



EWYAS HAROLD PRIMARY SCHOOL
School Road, Ewyas Harold,
Herefordshire. HR2 0EY
Tel: (01981) 240432
Email: admin@ewyas-harold.hereford.sch.uk
www.ewyasharoldprimaryschool.co.uk

Headteacher : Tracey A Kneale CBE



APPLICATION FOR LEAVE OF ABSENCE

Dear Parent/Carer

Please return the completed form to school **at least two weeks** before your intended absence including a reason.

Applications for absence in term time will be considered on an individual basis and a signature needs to be obtained from the Headteacher prior to the absence taking place.

Absences will **NOT** be authorised for holidays. Absences which are taken without Headteacher authorisation will be automatically referred and will receive a Penalty Notice.

When considering absence in term time, please consider the following:-

1. children already have **13 weeks** holiday a year, when family holidays can take place,
2. please do not book absences during term time if your child is preparing for, or taking internal or external tests (May),
3. please consider the effect the absence may have on your child's academic development.

We also ask that, on your return from absence, your child returns to school promptly.

Yours sincerely,

T. Kneale
Headteacher



APPLICATION FOR LEAVE OF ABSENCE

I request that (Name of Child)

in class

be granted leave of absence from *Ewyas Harold Primary School*.

First day of leave from school:

Date returning to school:

Reason

.....
.....

..... (Signature of parent/carer)

..... (Date)

..... T Kneale, Headteacher

..... (Date)

..... DAYS AUTHORISED

..... DAYS UNAUTHORISED

IF THE LEAVE OF ABSENCE IS UNAUTHORISED, THERE WILL BE AN AUTOMATIC REFERRAL AND A PENALTY NOTICE WILL BE ISSUED. (THE FINE WILL CONSIST OF £60 PER PERSON, PER PARENT).

