

Appendix 4

MANEY HILL PRIMARY SCHOOL

REQUEST FOR ABSENCE FROM SCHOOL

It is policy of this school to encourage all families to ensure that their children are available for school on 190 days each year unless medically unfit.

The Governing Body ask that all parents consider the impact of absence on their child's education during term time.

Pupil(s)	Class(es)
I am aware of the school policy on absence but require leave of absence for my child(ren) for the following reason:	
Period of absence	
Starting:	Returning to school:
Total number of days absence requested:	Parent/Guardian Signature
This absence has been authorised:	This absence will be unauthorised
Headteacher	Headteacher

NB: 2015 Key Stage 2 SATs Week

11th – 15th May 2014

The Governing Body request that children are not taken out of school during term time.