

Reinwood Infant & Nursery School

REQUEST FOR EXTENDED LEAVE

Dear Headteacher

I request permission to take my child in Class, on an **extended visit** to His/her last day at school will be and his/her return date will be I understand that if I fail to bring my child back to school on the agreed date, he/she can be removed from the roll and a penalty notice can be issued which incurs a fine.

I understand that if I choose to take my child out of school for more than the agreed period and they are removed from role, he/she may be required to gain medical clearance and will only be allowed back into school if there is a vacant place in their year group.

I understand that a prolonged absence from school could have a detrimental effect on my child's education. I do/do not want a holiday pack for my child.

Signed Parent/Guardian

Name

Dear Parent

I hereby give my permission for your child In class to be absent from school, on **extended leave**, from to

I expect your child to return to school on

After due consideration, **I do not give my permission** for your son/daughter to be absent from school, as you have requested. If your child is absent from school without my permission then he/she may be taken off the roll and a penalty notice will be issued. Should you wish to discuss this matter further, please do not hesitate to contact me.

Signed **MRS K BUTLER**

HEAD TEACHER