

Reinwood Infant & Nursery School

REQUEST FOR SHORT-TERM ABSENCE FROM SCHOOL

Dear Headteacher

I request permission for my child in class
to be absent from school from to
..... inclusive. The reason for this absence is
.....
.....
.....

I understand that, before permission can be granted, consideration will be given to:

- The duration of the absence and the time of year
- My child's record of attendance
- The likely impact on my child's education

I understand that, should the absence occur when permission has not been granted, it will be recorded as unauthorised and I may be issued with a penalty notice, incurring a fine.

Signed..... Parent/Guardian

Name

Dear Parent

Re: Request for short-term absence from school

I hereby give/do not give my permission for your child
in class to be absent from school from to
..... inclusive, in order to

Signed **MRS K BUTLER**

HEAD TEACHER