



Headteacher: Mrs. Diane Frainer
Hertfordshire County Council

York Road Nursery School
York Road, Hitchin, Herts., SG5 1XA
Tel. 01462 459 127
Email: head@yorkroad.herts.sch.uk

APPLICATION FOR LEAVE OF ABSENCE

We, in line with schools need to keep formal records of pupil attendance.
As a parent or carer, you should fill in this form if you want to take your child out of school during term time to go on an annual holiday.
After completing the form, please either email it back, or hand it to your child's key worker no less than 3 weeks before the date when you want the period of absence to start.
The school will ensure that records of attendance are maintained according to government legislation and guidance on a daily basis and under the attendance guidelines of Hertfordshire County Council.
Absences will not be authorised for shopping, birthdays or holidays taken term time.

I request that(Name of child)

From.....(group) am pm

Be granted leave of absence from
YORK ROAD NURSERY SCHOOL

Not in school on20

Return to school on20

Reason for request

Medical appointment/operation

Holiday

Other (Please indicate).....

Signature of Parent/Carer.....Date.....