

Hillfields Children's Centre and Nursery School  
Request for leave of absence in term time



Child's name		
Area		
Attendance		
Reason of request		
Dates of request .....	Date due back .....	
Number of days of absence		
Discussion with Keyworker		

Dear Parent/Carer

Thank you for informing us of your plans to take leave of absence. While your child is under five, you do not need our permission. However it is important that you are aware that if your child is away for a period of more than 2 weeks we cannot guarantee that their nursery place will still be available upon your return.

We feel we should also point out to you that after your child's fifth birthday you **MUST** follow the attendance policy of the school your child is attending, and ask permission from the head teacher before you take your child out of school during term time.

Signed \_\_\_\_\_ Head of Nursery/ Learning Group Leader

Signed \_\_\_\_\_ Parent/Carer

Date: \_\_\_\_\_

Sep 2015