



London Borough of Havering
ENGAYNE PRIMARY SCHOOL
 Mrs S Sankey: Headteacher
 01708 223492

LEAVE OF ABSENCE

Taking children out of school during term time has a detrimental effect on their learning and school relationships and leave should only be requested in exceptional circumstances. (See the letter overleaf from our Local Authority).

Please note: We cannot authorise holidays in term time.

I wish to apply for permission for my child to be absent from school

From.....to.....(inclusive)

Leave already takendays.

I am requesting this leave of absence because

.....

Child's name Class.....

Signed Date.....

Application approved..... Date.....

Application disallowed Date.....

(Please complete in duplicate for each child and return both copies to school)