

Netherton Park Nursery School Leave during Term Time Request



Child's name:	Key Worker:
Dates of absence: From:	Date to return to Nursery:
To:	Number of days off Nursery
Reason for the request:	
Parent/Carer signature:	Date:

(To be completed by the Headteacher)

Date form received:	Current attendance: % (our expectation is 95%)	
	Number of late marks:	

Dear parent/carer,
 Thank you for the request for leave

This leave has been **authorised**.

_____ days from _____ until _____.

Dear parent/carer,
 Thank you for the request for leave

The leave has **not been authorised** and therefore if you choose to take your child out of Nursery for this period it will be marked on the register as Unauthorised.

_____ days from _____ until _____.

The reasons for this are:

If your child does not return to Nursery on _____ then the place cannot be guaranteed.

Headteacher signature:	Date:
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Input onto INTEGRIS by:	Date:	Code:
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