

Essendon C of E (VC) Primary School



School Lane
Essendon
Hertfordshire
AL9 6HD

☎ 01707 261209

✉ admin@essendon.herts.sch.uk

Headteacher – Ms Belinda Canham

Date

At Essendon, we have high expectations for all our pupils. Evidence has demonstrated that pupils who miss out on time at school are less likely to achieve well academically or be well-prepared for their next stage of life.

We therefore encourage families to make medical and dental appointments for their children after school or in school holidays whenever possible. If your child does need to attend an appointment during the school day, please do bring him or her in beforehand and return them to school afterwards.

Because we want the best for our pupils, leave of absence from school will only be granted in **truly exceptional** circumstances and absences for holidays cannot be authorised. If you do have exceptional circumstances requiring absence from school, please detail them below and return the form to school for consideration by the Headteacher. Or contact the School Office.

✂ _____

Date:

Application for a leave of absence

I request that(name of child/ren) be granted leave of absence from Essendon C of E Primary School from to, a total of days.

Reason for the request
.....
.....
.....

Signed Dated

The above requested absence will be recorded as authorised/unauthorised because:

.....
.....
.....

Signed Dated

Role

