



RYDES HILL

PREPARATORY SCHOOL & NURSERY

LEAVE REQUEST FORM

(Main School & Nursery)

To: The Headmistress

I request leave of absence for my child(ren):-

.....

in Form(s)to be absent from School (give dates of first

and last day of absence) from to

(actual number of missed school daysowing to: *(please give full reasons why you wish to take your child(ren) out of School)*.....

.....

.....

Signature of parent/guardianDate

This form is to be completed by parent/guardian and forwarded to the School Office Headmistress **at least two weeks prior to the requested leave dates.**

✂.....

(this section to be completed by School)

To:

Permission is granted/not granted for the leave of absence you have requested for your child(ren)

from to

Number of missed school days **for each child**, therefore family total of missed school days through holiday this academic year is

Signed (Headmistress) Date

cc: School Office, Class Teacher/s, Nursery Team