



Leintwardine Endowed CE Primary School

Watling Street, Leintwardine, Craven Arms, Shropshire. SY7 0LL

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'Letting Our Light Shine'

Head Teacher : Mrs N Gorry

Dear Mrs Gorry,

I am writing four weeks in advance to request leave of absence for my child / children ...

Name/s

For the following dates

I fully understand that, in line with government and the school's own Attendance Policy, it is likely that you will be unable to authorise this absence but would like to explain the reasons for requesting a term-time absence, which are as follows:

I will be able to provide evidence for this if requested.

I know that the expectation is that my child/children has/have a good attendance record of 96% or above.

I understand that the school may have to refer holiday absences to the Local Authority as per the Attendance Policy.

Signed _____ Name _____

Date _____