

## **NURSERY LEAVE OF ABSENCE / EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST FORM**

**This form is to be completed by the parent or carer of the child.**

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

All requests must be completed on this form; letters will not be accepted. This form should be returned to the Attendance Office at least 15 school days before the start of the absence.

Please note that in line with Cornwall Council Funding Procedures funding may be denied after a two-week period of non- attendance or where regular sessions are missed and patterns are emerging of a regular, reduced take up of hours.

### **APPLICATION BY PARENT/CARER**

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Attendance Office at least 15 school days before the date you wish to remove your child from school.

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Name of Parent/Carer completing this form:** \_\_\_\_\_

**First day of absence:** \_\_\_\_\_

**Date of return to school:** \_\_\_\_\_

**If leaving your home address before the first day of absence, please provide the date on which you will leave** \_\_\_\_\_

**Total number of days missed:** \_\_\_\_\_ **days**

**Reason for absence:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed .....

Dated .....

*(Please ensure you give at least 15 school days' notice of the proposed absence)*

**Below to be completed by the school:** FAO – Headteacher

% Current	% Last Year	Comments

Student Name: ..... Tutor: .....

Year: .....

**Signed** ..... **Headteacher**

**Date** \_\_\_ / \_\_\_ / \_\_\_

Letter sent / Phone Call / other	Signed:	Date:
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