



# Kidmore End CE Primary School



Chalkhouse Green Road, Kidmore End, Reading, RG4 9AU

Executive Headteacher: Ms M Parsons

Tel: (0118) 3573149

Email: [office@kidmore-end.co.uk](mailto:office@kidmore-end.co.uk)

## **REQUEST FOR LEAVE FORM** **(one form per child)**

I/We request permission for my child to be absent from school.

Name of Child:		
Class:		
Dates of Absence	From :	To :
Reasons for Absence:		
<i>(Parents should make an appointment with the Headteacher to seek permission for a child's absence, prior to making travel arrangements.)</i>		
Parent's Name:		
Signature of Parent:		
Date requested:		

<b>For office use only</b>	
<input type="checkbox"/> Authorised <input type="checkbox"/> Unauthorised	
Comments:	
Headteacher's signature:	
Date:	
Seen by Headteacher:	
Refer to EWO: (Education Welfare Officer)	
Periods of extended leave in the past 4 years:	

### **Child's Attendance Record:**

Year:				
Attendance:				