



Warbstow Primary Academy and Nursery

Small and mighty is the Warbstow Way

Head of School: Mr J Pritchard

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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