



MANLAND PRIMARY SCHOOL

Sauncey Avenue Harpenden Hertfordshire AL5 4QW

Telephone: 01582 713452

Email: admin@manland.herts.sch.uk

Headteacher: Mrs Wicks

Leave of Absence Request Form

Please note that leave of absence for holiday or other purposes is no longer able to be granted except in exceptional circumstances. If you believe that your request falls into this category please outline your exceptional circumstances on the reverse of this form.

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

_____ Class _____

_____ Class _____

_____ Class _____

From _____ To _____ (Inclusive)

For the purpose of:

Signed _____

Dated _____

For Office Use

Authorised _____ Date _____

Not Authorised _____ Date _____

Class Teacher: Please tick to say you've read this Leave of Absence Form