



Manland Primary School

Sauncey Avenue, Harpenden, Hertfordshire, AL5 4QW

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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/children:

Name: _____ Class _____

Name: _____ Class _____

Date(s) of absence: _____

Time from: _____ time to: _____ or Full School Day

For the purpose of:

NOTE # if your child will be at school for lunch and requires a school lunch please inform the office by 9.30am, otherwise a packed lunch must be provided for the child #

Signed _____

Dated _____

For Office Use

Authorised _____ Date _____

Not Authorised _____ Date _____

