

APPENDIX A

**ST. ANNE'S PREPARATORY SCHOOL – CHELMSFORD
APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

As a parent/ carer we ask that you complete this form and return it to the school office if you wish to request leave of absence during term time.

Please return this form to at least two weeks prior to your intended leave of absence, along with a letter explaining the reason for it taking place during term time. Parents should not expect such leave to be granted as a right; it is the head teacher's decision to authorise absence or not and each case will be decided on an individual basis. Parents will be informed of the decision.

I request that.....(child) be granted leave of absence from St. Anne's Preparatory School

From..... To.....(inclusive)

Signed Date.....