

MERSEA ISLAND SCHOOL

Notification of leave of absence for NURSERY pupil



Whilst we appreciate your child is not of legal school age and therefore leave of absence procedures differ, we appreciate you notifying us so that we are able to plan accordingly. If you have signed your child up for a nursery place, please note, you will still be charged for these sessions.

Child's Full Name		Date of Birth	
	NURSERY		
Child's Full Address and Postcode			

First date of absence		Last date of absence	
Date of return to school		Number of sessions absent	

Reason for absence:

Name of person giving notification		Relationship to child					
Full Address and postcode (if different from child's above)							
If child above does not reside with you, does the resident parent agree with this application?			<table style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">YES</td> <td style="width: 25%;"></td> <td style="width: 25%;">NO</td> <td style="width: 25%;"></td> </tr> </table>	YES		NO	
YES		NO					
Signature of Parent / Carer with whom child resides		Date					

Date application received	
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PARENTS OF NURSERY PUPILS – PLEASE NOTE IMPORTANT INFORMATION

Please be informed when your child starts Reception class:

There is no entitlement to parents / carers to take a child out of school during term time, however you may apply to the school for leave of absence in exceptional circumstances. Agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice to each parent / carer for each child taken out of school.

Taking your child out of school during term time could be detrimental to their educational progress.