



EARDISLEY C. E. PRIMARY SCHOOL

HEADTEACHER: BRIDGET KNIGHT (M.A.)

Eardisley, Hereford, HR3 6NS

Tel: 01544 327262 Fax: 01544 328464

Email: admin@eardisley.hereford.sch.uk Website: www.eardisleyschool.co.uk

Dear Mrs. Knight,

I am writing six weeks advance to request leave of absence for my child/children:

Dates of leave requested:

I fully understand that, in line with government and the school's own Attendance Policy, you may not be able to authorise this absence but would like to explain the reasons for requesting a term-time absence, which are as follows:

I will be able to provide evidence for this if requested.

My child has a good attendance record to date. It currently stands at 96% or above.

I understand that the school may have to refer holiday absences to the Local Authority as per the Attendance Policy.

Signed Print Name

Date