



Cannon Lane Primary School
Harrow Local Authority
Request for Leave of Absence during Term Time

Pupils attend school for a maximum 190 days in each academic year. Full attendance is vital for your child's educational progress. The school regards absences as a very serious concern and there is an overwhelming connection between those students who are frequently absent and those who go on to underachieve in examinations

The school will only grant leave in term time in the most exceptional circumstances.

Leave taken without permission of the Headteacher will be recorded as unauthorised.

Extended leave may result in your child being removed from the school roll.

Parent Section

Name of child	
Date of Birth	Class/Year Group
Full Name of Parent/Carer	
Address:	
Post Code:	
Telephone Number:	Emergency Contact Number:
Reason for Absence	
Destination	Length of Absence (School Days)
First Day of Absence:	Date due back in school:
I have read and understood the above information	
Parent/Carer signature:	Date:
Date of meeting with parents:	
To be completed by school	
Leave Authorised/Unauthorised	
Headteacher signature:	Date
OFFICE USE ONLY School Comments: (including agreed date of return)	