



COLD HARBOUR
C of E Primary School

GROWING, LEARNING, ACHIEVING TOGETHER
Highland Close, Bletchley, Milton Keynes, MK3 7PD. Telephone: (01908) 270377

Executive Headteacher: Claire Britnell B.Ed (Hons)
Email: office@coldharbour.milton-keynes.sch.uk

APPLICATION FOR LEAVE OF ABSENCE
COLD HARBOUR C of E SCHOOL

I/We request..... (Child's name)
Be granted leave of absence from:to (Inclusive dates).
This means that he/she will be absent from school for days.

Reason for Absence:

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Please note that leave of absence will ONLY be authorised in exceptional circumstances.

As of September 2013 term time holidays will NOT be authorised. Should you choose to take your child out of school, resulting in 10 sessions (5 Days) or more of unauthorised Leave of absence, you will be referred to the Senior Attendance Officer (Legal Interventions) which may lead to a fine of £60 per parent, per child payable within 21 days or a fine up to £1000.

I have read and agree to the statement above.

Signature:
(Parent/Guardian)

Signature:
(Parent/Guardian)

Date of request:

