

OXFORDSHIRE COUNTY COUNCIL
NETTLEBED COMMUNITY SCHOOL

High Street
Nettlebed
Henley-on-Thames
Oxon. RG9 5DA

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Headteacher: Mr. Bob Worsell

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR PARENTAL HOLIDAY
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Full name of child(ren)	Class(es)
Address	
Contact telephone no.	
Reason for application and dates	
Signature of parent(s) /carer(s)	
Date	

<i>Office use only</i>	
<i>Request seen by Head Teacher on</i>	
<i>Authorised Yes/No</i>	
<i>Head Teacher's signature</i>	
<i>Other outcome and reasons</i>	
<i>Copy of outcome sent to parent(s)/carer(s)</i>	<i>Date</i>

<p>The head teacher will consider the following points before authorising leave:</p> <ul style="list-style-type: none">• The child's previous attendance history• The time of year (SATs, important school events etc.)• The nature of the trip (family holiday, exceptional trip etc.)• Holiday already taken within the current academic year (maximum 10 days)
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