



BROMLEY HEATH INFANT SCHOOL

Notification of leave of absence

Parents are advised all leave will be unauthorised unless the Head Teacher agrees to exceptional circumstances. (Please see our attendance policy for further information).

This form is to be completed by the parent/carer and forwarded to the school at least 4 weeks prior to absence.

Today's Date:

Child's Name:Class:.....

Dates from..... to (inclusive)

Number of days.....

Reason

.....

Name(s) of sibling(s) in junior school..... Class

Signature of parent/carer

Office use only

Attendance% ARBOR ☐ ARBOR IN-APP TEXT ☐ SCANNED TO RECORD ☐

Authorised ☐

Unauthorised ☐

Signature of Head Teacher.....