



School Absence Request Form – Nursery Pupils

This form will need to be returned to the school office please.

Name of pupil: Date of birth:	Class/year group: NURSERY
Contact details Email: Telephone number:	If you are also applying for a sibling(s) absence in any of these schools? (please tick all that apply) <input type="checkbox"/> Picknalls First School <input type="checkbox"/> Bramshall Meadows First School <input type="checkbox"/> Richard Clarke First School <input type="checkbox"/> All Saints First School <input type="checkbox"/> Hutchinson Memorial First School <input type="checkbox"/> Windsor Park Middle School <input type="checkbox"/> Ryecroft Middle School <input type="checkbox"/> Oldfields Hall Middle School <input type="checkbox"/> Thomas Alleyne’s High School
Please give details below of the circumstances for this request: 	
Leave of absence From (date and time)	
To (date and time).....	
Number of school days or half days that your child will be absent from school.....	
<i>Name of parent/carer (who the pupil normally lives with and who has parental responsibility)</i> Signature:	Date:

FOR FUTURE REFERENCE

Children of a statutory school age:

As a school, we are obliged to inform you that you may be subject to a Penalty Notice if your child’s absence from school is unauthorised. This is in line with Staffordshire County Council Code of Conduct and the “Working Together to Improve School Attendance” statutory guidance (effective 19th August 2024)
