



**ABBOTSFORD PREPARATORY SCHOOL**  
Striving for Excellence

211 Flixton Road · Urmston · Manchester · M41 5PR

### Request for Leave of Absence

Please complete the details below so that the Headteacher may consider your request for your child's leave of absence during term time. The form should be completed a minimum of four weeks before your child's requested leave of absence.

Please email the completed form to [secretary@abbotsfordprepschool.co.uk](mailto:secretary@abbotsfordprepschool.co.uk) or drop off a printed copy at the office.

Name/s of pupil	
Year/s of pupil	
Nature of absence	
Date of first planned absence	
Date of return to school	
Number of school days absent	

Signed: \_\_\_\_\_ (Parent/Carer)

Date of submission: \_\_\_\_\_

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Leave of absence for \_\_\_\_\_ days is granted / refused

Signed: \_\_\_\_\_ (Mrs Howard - Headteacher)