

# THE ROOKERIES CARLETON JUNIOR, INFANT & NURSERY SCHOOL

WITH RESOURCE PROVISION FOR DEAF AND HEARING IMPAIRED CHILDREN

Miss N Ellwand, B.A. PGCE.  
Head of School



Carleton Road  
Pontefract  
WF8 3NP

Tel: 01977 600368

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## REQUEST FOR LEAVE OF ABSENCE

Applications/requests must be made directly to the Head of School and will be considered in accordance with the Leave of Absence Policy.

Any requests for emergency medical/dental appointments must be accompanied by proof of appointment. Routine appointments should not be booked during the school day and may not be authorised.

<b>Date of Absence</b>		
<b>Time of Absence</b> ( <i>if not all day</i> )	From:	To:

<b>Reason for Absence</b>	

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Authorised</b>	YES		NO	
	PAID		UNPAID	

<b>Head of School's Signature</b>	
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