



Foundry Lane Primary School

Foundry Lane
Shirley
Southampton SO15 3JT

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Headteacher; Sean Taylor

FURTHER INFORMATION FOR REQUEST FOR LEAVE OF ABSENCE

Full name, address and telephone contact number for the person/people who are actually travelling with your child?	
Why is travel scheduled during term-time?	
Have you considered travelling during school holidays?	
If you are unable to travel during the school holidays please provide evidence of reason for travel. Eg: Medical appointment, Invitations, Employers Letter etc	
Can you provide evidence of travel including return journey? If yes, please provide with this application	
Have you kept the period of absence to a minimum?	

