

NOTIFICATION OF ABSENCE DURING TERM TIME

PLEASE COMPLETE THIS FORM TO INFORM US OF ALL ABSENCES

You must inform the school of your intention to remove your child for set dates and times including all appointments.

HOLIDAY IN TERM TIME IS NOT AUTHORISED

There are exceptional circumstances that will be authorised at the discretion of the Headteacher. However, leave in term time is **NOT** an entitlement. During May each year, formal assessments are carried out; therefore it is essential that children are in school at this time if at all possible.

Name of Pupil	Class	
Name of Pupil	Class	
Name of Pupil	Class	

Name of Parent making request			
Address			
Absence Start Date		Absence End Date	
Start time of absence		End time of absence	
Total number days absent		Total number of hours absent	

SPECIAL CIRCUMSTANCES NECESSITATION TERM TIME ABSENCE – This must be completed

For Medical Appointments an 'Appointment Card/letter' must be presented before the appointment

	EVIDENCE SEEN BY SCHOOL OFFICE (Please tick and initial)	YES		NO	
Parents Signature		Date			

Signature: Headteacher	Authorised				
	Not Authorised				
Head Teacher to complete	Penalty Notice to be issued to family	YES		NO	

- In the case of extended absence, the school must be kept informed of a return date.
- Failure to return to school through un-authorised absence may result in your child/ren being removed from roll.
- Extended leave that is not notified to school and agreed by the Headteacher in advance will result in children being removed from roll after 20 school days absence. Thereafter parents will need to re-apply to for a school place in the area.