



Notification of Absence Form

This form should be completed to advise of medical appointments, eye tests, family funeral, arranged events such as holidays.

(Holidays are not authorised in term time)

NAME OF CHILD:			
YEAR GROUP:			
REASON FOR ABSENCE REQUEST:			
EVIDENCE PROVIDED TO SUPPORT REQUEST: <i>(e.g. medical letter, delayed flight notification)</i>			
DATE REQUIRED (& TIME OF APPOINTMENT):			
WHICH COUNTRY ARE YOU TRAVELLING TO:			
TIME CHILD WILL ARRIVE /BE PICKED UP FROM SCHOOL: (Please let us know if a school meal needs to be booked)			
SIGNATURE OF PARENT/GUARDIAN			DATE:
TO BE COMPLETED BY THE SCHOOL OFFICE:			
Current Attendance:			
No. of absences in past 10 weeks:			
No. of unauthorised absences in past 10 weeks. <i>(If 8 unauthorised in 10 weeks including this request, then a penalty notice will be issued).</i>			
Penalty notice to be issued			Yes / No
Parent informed of penalty notice			Yes / No Date:
TO BE COMPLETED BY HEADTEACHER / DEPUTY HEAD			
Request approved under policy guidelines or exceptional circumstances			Yes / No
Reason:			
Parents informed of decision: Letter / Text / Conversation			Date:
Signed:			Date