



## Notification for Absence During School Term Time



**Section A:**

To be completed by Parent/Guardian at least 14 days in advance of the release time requested.

Name of Pupil:		
Class:		
Dates of absence:	From:	To:
Number of school days lost:		
Reason:		
Holiday address/contact details (for child protection procedures):		
Any children in a local Comprehensive School accompanying you? Yes/No	Name of Child:	School:

Signed..... Date.....

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**Section B:** To be completed by School

Pupil's attendance to date: .....

Number of previous holiday dates:.....

Please note that (delete if not applicable):

- We are able to authorise this holiday request as your child's attendance during the previous 12 months is either adequate or better.
- We are unable to authorise this holiday request as your child's attendance during the previous 12 months is unsatisfactory.
- We are unable to authorise this holiday request as you have exceeded the 10 day holiday authorisation limit for this academic year.
- During the period stated above our annual standardised tests will be taking place and we recommend that your child be present. If your child is absent for the National Tests they will automatically have a standardised score of below 85 – the minimum score obtainable.

A completed copy of this form will be returned to you so that you may maintain a record of your absence from school.

Signed..... Head Teacher      Date.....