

Reason for absence: (continue on a separate sheet if necessary).....

Dates: From (1st day of absence)..... Until (last day of absence)

Number of school days which will be missed (do not include weekends or school holidays).

Parent Details

Name of parent (1)..... Signed Date

Name of parent (2)..... Signed Date

Current Address (of parent living with child).....

To be completed by parent			To be completed by the school that the child attends		
Please list the names of all children who will be absent			Date of Receipt:		Recorded by:
Name of child (please print)	School	Class or Year Group	Name (please print)	Signed and Dated	Authorised Y/N

This form must be completed and signed by the parent(s) taking the children out of school during term-time in advance of the absence.

Please note if 10 sessions over a 10 week period are missed and the reason is unauthorised absence due to holiday, a referral will be made to Attendance Services to issue a Fixed Penalty Notice – this will be £160 per pupil per parent.

Original form will be returned to parent, a copy will be kept in school

For school use: In the event of late, email or telephone submission, how was the parent notified that absence was unauthorised?

Signed: _____ Date: _____

ABSENCE NOTIFICATION FORM

Original form will be returned to parent, a copy will be kept in school

For school use: In the event of late, email or telephone submission, how was the parent notified that absence was unauthorised?

Signed:

Date: