



Notification of Absence of School Pupil

Authorisation for absence can only be given by the school. This form needs to be completed and returned to the Head Teacher of your child's school at least two weeks before the first day of planned absence.

I have read and understood the notes on the reverse side of this absence form.

I wish for my child:

To be absent from Class

from/...../..... to/...../.....
(up to and including)

(if not away for a whole day please enter time below and whether child will be in school over lunchtime)

Time to be collected, expected time back

Out of school over lunchtime Yes No

for the following reasons:

If you are taking your child out of school to travel abroad please state destination:

Explain reasons for absence eg holiday, medical appointment, music exams, religious observance. Please include appointment times, the arrangements for collecting and returning the pupil to school where applicable.

Date:.....

Signed:..... Parent or Carer

To be completed by the school:

The absence from school was authorised / not authorised
for the following reason:

Signed: Date:
Head Teacher - on behalf of the School Governors.

(Copy to be returned to parent)

LEAVE OF ABSENCE

It is **NOT** an automatic right to take a child out of school but in exceptional circumstances the Headteacher does have discretionary powers to authorise leave of absence. All requests are treated on a case-by-case basis and decisions are made in line with the school's attendance policy.

ALL notifications of absence must be made **two weeks in advance** by the parent/carer using the Notification of Absence form available from the school office or website.

1. HOLIDAYS

Holidays during term time will not be considered an exceptional circumstance and will therefore **NOT** be authorised.

Please also bear in mind that it is inappropriate to request school work during your child's absence.

2. OTHER KNOWN ABSENCE (eg medical appointment, music exams, school visits etc)

If an appointment is unavoidable during school hours, the absence will normally be authorised.

3. RELIGIOUS OBSERVANCE

The Headteacher can authorise absence for reasons of religious observance.

ILLNESS

If your child is ill and unable to attend, this will be authorised absence.

Please inform the school office staff by 9.30am on the first day of absence to explain the circumstances – a voicemail message is acceptable.

A returning child **MUST** bring a written note explaining the absence. Notes are kept and checked by the Education Welfare Officer.

PENALTY NOTICE:

Please note unauthorised absences from school may result in a penalty notice being issued.