



Notification of Absence during School Time

Please fill out the form below to notify school of the absence you child will be taking during school time.

Date _____

Dear Mr Reynolds,

I write to inform you that I intend to take my child/ren out of school during term time.

Name of Child/Children _____ Class _____
_____ Class _____
_____ Class _____

We will be travelling to _____ (destination*)
leaving on _____ (date) and will return to school on _____ (date).

*Please provide a copy of flight details where possible

My Child/Children will be absent for ____ days/weeks.

Reason for absence: Visa Holiday Other (Please state below):

In accordance with Department of Education requirements the Headteacher, Mr Reynolds, is unable to authorise any period of absence during term time.

You will receive a plenty warning notice if the absence is more than 2.5 school days and be liable for a fine up to £120.

If you do not return to school on the date specified, your child's place may be withdrawn.

I understand that the period of absence, stated above, is unauthorised and that by taking my child/ren out of school I could be liable to a fine.

Signed: Parent/Carer