

## **Notification of absence during term time**

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least 7 days before the first date of the period of absence being notified.

Parents/carers must obtain the schools permission before making any bookings for holidays in term time.

Taking a holiday during term time means that children miss important school time - both educationally and for other school activities. Before completing this application parents/carers are asked to consider the effect on their child's continuity of education.

All absence during term-time, other than for illness or another previously-agreed reason, will now be recorded as unauthorised and will affect your child's attendance record. It is vital however, that you still inform the school that your child will be away, as the safety of our pupils is of the utmost importance to us and time is spent establishing the whereabouts of children absent without reason.

**If possible, please avoid absences during the time when the National Literacy and Numeracy Tests take place.**

Our attendance target this year is 96.1%. We would appreciate your support in this area.

Name of pupil:

Class:

Date of proposed holiday: First day of absence

Last day of absence

Number of school days to be missed:

Please state the reason for taking holiday in school time:

Signature of parent/guardian\_\_\_\_\_ Date\_\_\_\_\_

PLEASE REMEMBER - No holiday will be authorised by the school/governing body.

OFFICE USE ONLY: Number of days already taken this academic year: