

ABSENCE NOTIFICATION FORM

Reason for absence in term time

Dates: From until

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

Parent's address Telephone number

Name(s) of parent or guardian..... Signed Date

(please print) Signed Date

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

This form may be photocopied – permission must be obtained individually for each child from his/her school. Please ensure that each school receives the form in advance of the absence. .

Parents - please note that holidays taken in term time will be recorded as an unauthorised absence and may result in legal sanctions for irregular attendance being taken against you.