

From September 2013, following amendments to the Government Education Regulations, schools are no longer allowed to authorise any family holidays during term time.

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 by the Local Authority. You could be issued with a penalty notice which is a fixed penalty fine or prosecuted in the Magistrates' Court.

ABSENCE NOTIFICATION FORM

Reason for absence in term time

Date: 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 require permission for this holiday.			Permission granted?	Authorised by:	
Name of child (please print)	School	Class or Year Group	Yes/No	Name (please print)	Signed and Dated