

Address: Glapton Lane, Clifton, Nottingham, Nottinghamshire, NG11 8EA

Telephone: 0115 915 2936

admin@glaptonacademy.co.uk www.glaptonacademy.co.uk

Headteacher: Mrs C Hurst BA(hons) PGCE NPQH NLE

Absence/Holiday Notification Form

To be completed by the Parent/Carer:

Name of Pupil	Class
No of days requested From	To
Returning to school on	
Destination	
Exceptional circumstances (evidence must b	
Signed Pa	rent/Carer
Name	Date

All unauthorised holidays will be referred to Educational Welfare Service which could result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £60 if paid in 21 days and £120 if paid between 22 and 28 days. Penalty Notices will be issued per parent, per child. Any legal proceedings would relate to section 444(1) and 444(1a) of the Education Act 1996

Please complete and return to the school office PRIOR to the notified absence.