



## **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 be provided):

.....  
.....  
.....  
.....

Signed ..... Parent/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.**