

Notification of Absence

The school must follow Local Authority regulations regarding your child's absence from school and we would be grateful if you would follow the notification procedure outlined below:

- **Unforeseen absence** – if possible please notify us by telephone before 9.00am so that we can inform the teacher of your child's absence.
- **Planned absence** – if your child is going to be absent due to a medical or dental appointment, including hospital stays/operations or respite care, please notify the school as soon as the appointment has been made. We would also be grateful if you would let the school know if the appointment is cancelled for any reason.
- **Holidays during term-time** – if you plan to take your child on holiday during term-time please complete the appropriate form which can be obtained from school. Your request will be authorised by the headteacher and a letter confirming this will be sent to you.

Application for leave of absence during school term

In order to take of leave of absence during school time you must first get permission from the Headteacher. Parents should not normally take their children on holidays during term time, however, all requests will be dealt separately and once the Headteacher has authorised the leave of absence, confirmation will be sent.

Please complete the following information and return it to the school office.

Name of child	
Date of birth	
Class	
First date of absence	
Date of return to school	
Number of days in total	
Reason for holiday being taken in school time	

Name Signature
.....

Date Relationship to pupil
.....

Copies of this form can be obtained from the school office.