



**Notification of Unauthorised Absence for Extended Holiday**

Dear Parent/Carer

The school recommendation is that you do not take your child out of school for holidays. However I am not in a position to stop you taking your child/ren on holiday, although I will refuse permission and will not be able to authorise the request. Unauthorised absences are liable to Penalty Notice Fines or prosecution for non-attendance.

Child/ren who are absent for more than 10 days following the expected date of return (up to a maximum of 20 days) may be removed from roll and there can be no guarantee of your preferred school place being available on their return

**Notification**

Name of child(ren) \_\_\_\_\_ Class \_\_\_\_\_  
 \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Reason for unauthorised absence \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dates of unauthorised absence from \_\_\_\_\_ until \_\_\_\_\_

**I understand that removing my child from school will have a detrimental effect on their education and will incur a penalty fine.**

Signature of parent(s)/carer(s) \_\_\_\_\_ Date \_\_\_\_\_

Print full name \_\_\_\_\_

Contact address/ phone number whilst away \_\_\_\_\_  
 \_\_\_\_\_

**Office use only**

Name of child \_\_\_\_\_ Class \_\_\_\_\_ Current attendance \_\_\_\_\_%

Name of child \_\_\_\_\_ Class \_\_\_\_\_ Current attendance \_\_\_\_\_%

Name of child \_\_\_\_\_ Class \_\_\_\_\_ Current attendance \_\_\_\_\_%

Thank you for informing of your decision to remove your child/ren from school for the dates specified above. I have noted the dates and they will be recorded in the register as unauthorised.

Signature \_\_\_\_\_ Date \_\_\_\_\_