



Absence/Holiday Authorisation **Request 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 (Original copies of 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 within 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.