

Name of Child/ren	Year group
Dates of absence	Number of days
Reason absence requested	
<p>In signing this form, I am aware that any unauthorised absences amounting to 8 half days (4 days) within a ten week period will result in a penalty notice being issued. This is currently £60.00 per child per parent/carer if paid within 21 days or £120.00 if paid within 28 days. Further details can be found within the school's attendance policy.</p>	
Parent/Carer signature	Date form completed

To be completed by the Office/Head Teacher:

Authorised	Unauthorised		
Reason			
Attendance Current Year	2018/19	2017/18	
Head Teacher's signature		Date form completed	