



Absence Notification Form

The school is unable to authorise leave of absence for pupils during term time, unless it is an exceptional circumstance and agreed with the Headteacher. Please note, holidays in term time cannot be authorised.

The school must report children who are missing from school without explanation to the Nottinghamshire County Council Safeguarding Hub. You are therefore asked to notify the school of any planned absence, authorised or not, by completing this 'Absence Notification Form'.

Name of child	
Class	
Dates of planned absence	
Reason for absence	

I accept that this absence will show as "unauthorised" on my child's permanent educational record. I understand that 5 unauthorised days of absence in any 10 week period prompts a penalty notice.

OR I believe that this absence is an exceptional circumstance. I request that the Head Teacher considers the details above and informs me of the final decision.

Signed (Parent or Carer)..... Date



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100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks learning missed
94% attendance	12 days missed	2 weeks and 2 days learning missed
90% attendance	19 days missed	3 weeks and 4 days learning missed
85 % attendance	30 days missed	6 weeks of learning missed
80% attendance	40 days missed	8 weeks of learning missed

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