



NOTIFICATION OF UNAUTHORISED ABSENCE

Please note that the Department of Education regulations have removed the reference that allows a family holiday to take place in term time.

This absence will affect your child's overall attendance mark within the Academy.

However, we do need to know if you are taking your child out of school for safe guarding issues.

All holidays taken in term time are marked as unauthorised absences.

Please complete the form below including form tutor's signature and then return to the Attendance Office in the Learning Zone.

Name of Child: _____ **Reg Group:** _____

Please give details of the exceptional circumstances leading to this absence:

Date of absence from: _____ **to:** _____

Parent/Carer Signature: _____

Form Tutor's Signature: _____

Once completed, please return to the Attendance Office in the Learning Zone.