



NOTIFICATION OF ABSENCE OF SCHOOL CHILD ON HOLIDAY

Name of pupil _____ Class _____
will be absent from School (give dates) from _____
to _____ owing to annual holiday leave from my
employment. The total number of school days my child will be absent is _____*.

***Please note only the first ten days holiday will be authorised in any academic year. Any further days will be recorded as unauthorised absence.**

Name of Parent/Guardian _____
Signature of Parent/Guardian _____
Authorised by Head Teacher _____

Office use only
Total number of holidays to date