



Gaer Primary School Absence Notification Form

Child's name: _____ Class: _____

I wish to take my child out of school for _____ days.

Start Date: _____ End Date: _____

This is due to (please state reason- this is for child protection purposes, to ensure all children are safeguarded):

Declaration

I understand that leave of absence/holiday requests will **NOT** be authorised, unless there are exceptional circumstances and the Headteacher will use his discretion in making the decision. The absence could lead to an application for a Fixed Penalty Notice to the Local Authority.

A copy of our Attendance Policy can be found on the school website.

Parent / Carer signature _____

Parent/Carer printed name _____

Date _____

Schools are open to pupils 190 days of the year which allows 175 days for holidays, rest and non-urgent appointments. Parents/Carers do not have the automatic right to withdraw their child(ren) from school for a holiday and have to apply for permission in advance. Schools are very clear about the effect term time holidays can have on pupils progress.

Headteacher/Admin Decision

This request has been considered in line with the cluster policy and WG guidance

Authorised ☐

Not Authorised ☐

Reason: