



# Fishbourne Church of England Primary School

## Request Absence from School Form



Dear Parents,

**This form is to be completed at least 4 weeks prior to absence.**

If you plan for your child to be absent from school for any reason, please complete the information below.

Please note that permission will not be given for family holidays during the school term and therefore all these absences will be unauthorised. In these instances, a form must still be completed and you may incur a Fixed Term Penalty. Please refer to the school's Attendance Policy available on our website.

Child's Name		Year Group
Reason for Absence		
Start Date	End Date	Number of Days:
Signed		Date

Please return the completed form to the school office. You will receive a copy of this form by email or in your child's book bag with the response from the school. Please feel free to contact me if you would like to discuss this further.

Mrs Naomi Day

### School Response

Authorised		Unauthorised	
% Attendance year to date	Has absence during term time been requested previously, if so when?		
Head teacher's Comments			
Referral to Local Authority for Fixed Penalty Notice upon return:		Yes	No
Signed		Date	