



Lambley Primary School: Absence Notification Form

The school is not able to authorise leave of absence for pupils during term time unless there are exceptional circumstances. 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 absence, authorised or not, by completing this 'Absence Notification Form'.

Name of child:	
Class:	
Dates of planned absence:	Date of last day at school: Date of return to school:
Total number of school days missed:	
Reason for absence:	

- This absence is authorised as it is a: medical appointment, illness or religious observance.
- I accept that this absence will show as "unauthorised" on my child's permanent educational record. I understand that this may lead to each parent being issued a penalty notice or a summons for irregular school attendance.
- 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.....

FOR OFFICE USE ONLY

HT decision (authorised / unauthorised)	
Attendance code for register	
Authorising name & signature	