



**PENLLERGAER PRIMARY SCHOOL**  
**Notification for absence during school term time**

**Section A - To be completed by Parent/Guardian at least 14 days in advance of the release time requested**

Name of Pupil:		
Class:		
Dates of absence:	From:	To:
Number of school days lost:		
Reason:		
Holiday address/contact details (for child protection procedures):		
Any children in a local Comprehensive School accompanying you? Yes/No	Name of Child:	School:

I confirm that taking this absence during term time is unavoidable.

**Please note:** whilst individual requests for holidays in term time will be considered, parents should not expect, or be led to expect, that schools will agree to family holidays during term time. A holiday code will be inserted (g) to demonstrate that school is aware of the reasons for the absence.

Signed..... Date.....

**Section B - To be completed by School**

Pupil's attendance to date: .....

Number of previous holiday dates:.....

Please note that (delete if not applicable):

- Baseline tests will be administered during the period stated above
- During the period stated above the annual Special Educational Needs Audit for the county will be taking place and we recommend that your child be present
- During the period stated above our annual standardised tests will be taking place and we recommend that your child be present. If your child is absent for the National Tests they will automatically have a standardised score of below 85 – the minimum score obtainable.

Authorised

Not-Authorised

A completed copy of this form will be returned to you so that you may maintain a record of your absence from school.

Signed..... Head Teacher      Date.....