



Sutton Green Primary School

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Headteacher: Mr J Stark

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Notification of Absence

Note: Holidays cannot be authorised

Child's Name:	Class / Year:
Date From:	Date To:
Return to school on:	Number of learning days missed:
I understand that I could receive a fine <input type="checkbox"/>	
I agree to support my child in catching up on lost learning or attending 'catch-up' provision <input type="checkbox"/>	
I understand that long, avoidable absences will negatively impact my child's attainment and progress <input type="checkbox"/>	
Reason for request:	
Signed (Parent / Carer):	Date: / /
For School only:	
Attendance:	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed (Headteacher):	Date:

Thank you for your understanding regarding legislation for holidays taken during term time. You will be aware that holidays **cannot be authorised** and fines will be issued. The law restricts my ability to authorise these. This legislation is in place to keep children in school and have the best opportunities to succeed.

Please note: **one week off school equates to at least 25 hours lost learning time.** This severely impacts a child's attainment and progress. Research suggests it can also affect their mental health.

Parents who take children on holiday but offer a reason of illness will still be fined if no evidence can be provided.

We understand that there are certain circumstances that require compassionate consideration and support. Therefore, specific days can be authorised under exceptional circumstances. Hospital visits and medical appointments will be authorised.

Many thanks,

Mr J Stark
Headteacher