



Summerseat Methodist Primary School



Notification of Absence

Please note:

This form fulfils your responsibility to advise school of the whereabouts of your child / children.

Holidays in term time **will not** be authorised, as per the school policy.

Unauthorised absence may result in a penalty notice being served and in some circumstances may ultimately lead to a fine from the Local Authority.

Child / Children's name..... Year.....

1st day of absence from school:..... Day of return to school:.....

Total number of school days.....

Reason.....
.....
.....
.....
.....
.....

Holiday destination (if applicable).....

I/ We understand that Unauthorised absence may result in a penalty notice being served and in some circumstances may ultimately lead to a fine from the Local Authority.

Name (please print)..... Signed Parent / Carer.....

Date:.....

FOR SCHOOL USE ONLY:

Received by..... Date..... Auth code.....

Has the parent/ carer been informed that this absence will not be authorised? Y / N

How has parent / carer been informed: Email / phone call / letter / face to face

Parents informed by..... Date informed

Logged in Attendance file Y/N

Added to Arbor Y/N

Uploaded onto CPOMS Y/N