



Greenholm Primary School

Absence Notification Form

Under the current guidance from the Government, Head Teachers are no longer allowed to authorise holidays. By completing this form, even when it is signed by the Head Teacher, the absence will, unless under extreme circumstances, be classed as an unauthorised absence on your child's record. The purpose of this form is to let the school know where your child is when not at school, so we know that they are safe.

Child's Details	
Full Name:	
Class:	

Absence Details	
Start Date:	
End Date:	
Reason for Absence:	

I understand that this absence, unless explicitly approved by the Head Teacher under extreme circumstances, will be recorded as unauthorised. I understand that the school reserves the right to fine me for this absence, if deemed necessary by the Governing Body.

Signed			
Parent/ Guardian:		Date:	
Relationship to Child:			
Head Teacher:		Date:	