**Greenholm Primary School - Absence Notification Form**

As of September 2024, national changes have been made to the penalty notice framework meaning that schools are no longer able to authorise any holidays in term time or authorise leave retrospectively.

The purpose of this form is to let school know where your child is when not in school, so we know that they are safe.

For more information about the penalty notice framework, please see the information on the Attendance tab under the Parent Information heading on our school website.

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| Child’s Details |
| Full Name: |  |
| Class: |  |

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

I understand that this absence will be recorded as unauthorised.

I understand that the school must follow the procedures as outlined in the National Framework for Penalty Notices.

Further information about this can be found on our school website.

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| Signed |
| Parent/ Guardian full name & signature: |  | Date: |  |
| Relationship to Child: |  |
| Head Teacher: |  | Date: |  |