



CAEDMON PRIMARY SCHOOL  
NOTIFICATION OF ABSENCE DURING TERM-TIME

Please note that it is not school policy to authorise holidays taken during term time. Holidays taken of 5 days or more will be referred to the Education Welfare Service. If you intend to take your child out of school, during the school term this will be classed as an unauthorised absence. If your child has more than 10 unauthorised absences during the school year he/she will not be able to achieve Caedmon Primary School's attendance target of 95%. This could mean that if your child's attendance falls below 95% they will have their attendance monitored and this could mean that school refer their attendance to the Education Welfare Officer.

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Class \_\_\_\_\_

Address \_\_\_\_\_

My child \_\_\_\_\_ will be absent from school (give details):

From (inclusive) \_\_\_\_\_

To (inclusive) \_\_\_\_\_

Total amount of days off school \_\_\_\_\_

Reason for leave being taken during term-time \_\_\_\_\_

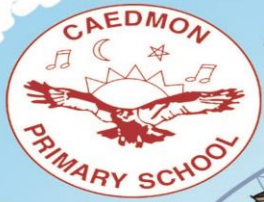
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# CAEDMON COMMUNITY PRIMARY SCHOOL

FLYING HIGH



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Country/area of country visiting \_\_\_\_\_

Who will be travelling with the family \_\_\_\_\_

What previous holidays have you requested \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

This form to be completed by the Parent or Guardian and forwarded to the Head Teacher of the school attended by the child, **before** the commencement of the leave.