 

www.shirenewton.monmouthshire.sch.uk

**“Learning Together, Achieving for Life”**

**"Dysgu Gyda'n Gilydd, Cyflawni am Oes"**

   

**TERM TIME ABSENCE NOTIFICATION**

Taking a holiday during term time means that children miss important school time, both educationally and for other school activities. It will be difficult for them to catch up on work later on.

**Name of child** …………………………………………………………………… **Class** ………………………………………………..………

**Date from** ………………………………………………………………….……… **Date to** ………………………….…………………………

**Holiday/family circumstances/medical eg procedure Total no. of school days** …………..…

Detail……………………………………………………………………………………………………………………………………………………………………………….

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All parents who have parental responsibility need to be aware of this request for absence before the form is submitted to school. Please tick to confirm any person with parental responsibility is aware of this request □

**Signed** ………………………………………………………… **Parent/Guardian Date** ………………………………………..

PLEASE NOTE: These forms are for the information of Shirenewton school to inform school of a planned pupil absence, therefore you will not receive a reply from this. Any absence whether authorised or unauthorised affects attendance percentages. Absences are calculated from the date of the request to the previous 12 months. If the absence percentage falls below the required figure, a term time absence would be marked as unauthorised. The current required percentage is 96%.

**For completion by School only**

Previous 12 months percentage attendance ……………

Previous 12 months absences ………….

Added to register

Saved

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| --- | --- | --- | --- |
| I |  | C |  |
| M |  | G |  |
| H |  | O |  |

Signed ……………………………………………………………..

Authorised/ Unauthorised Headteacher