## Appendix 8 – Holiday notification form

## **Holiday Notification Form**

Complete the form below and email/hand in to the school office to notify us of absences due to a holiday. Please note, we are unable to authorise holidays during term time.

A copy of our attendance policy is available on the school website or on request from the school office.

Child(ren)name	
Year group(s)	
First date of absence from school (do not include weekend or school holiday dates)	
Last date of absence from school (do not include weekend or school holiday dates)	
Total number of school days missed	

Received by:	
Date:	