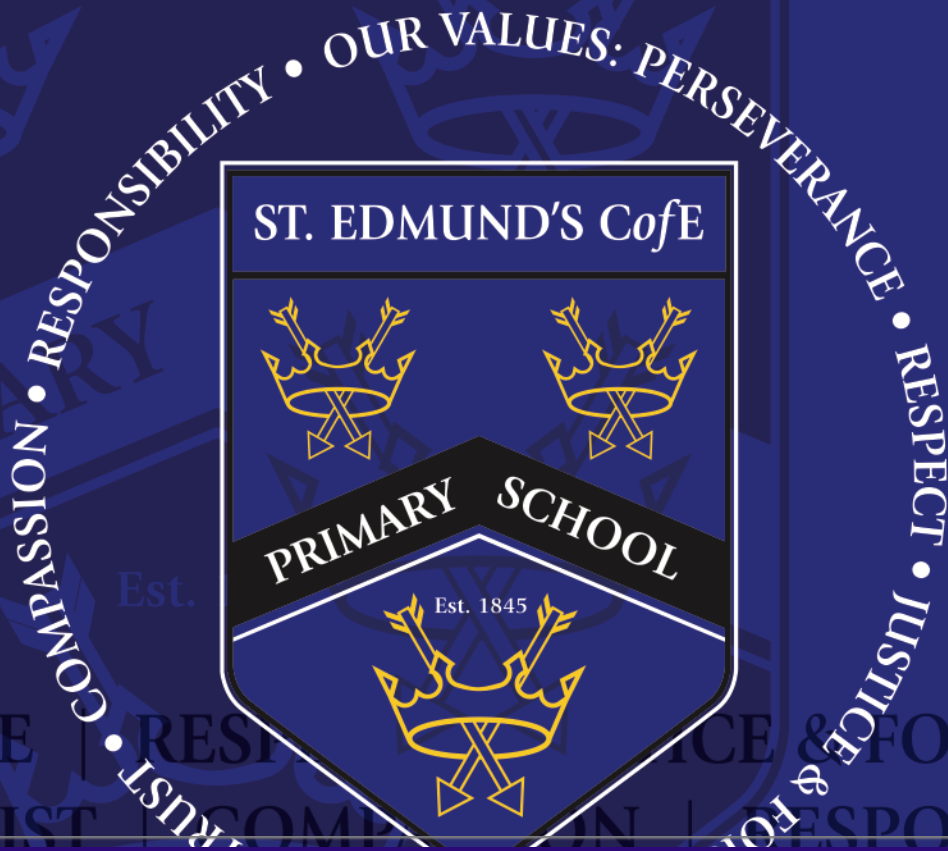


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we believe and achieve.* ”



Attendance Policy

2025 - 2026

st-edmunds.notts.sch.uk

Find us on 

St. Edmund's CofE Primary
and Nursery School

....A journey to discover life in all its fullness
(John, 10:10)

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3. Roles and Responsibilities	5
3.1 The governing board	5
3.2 The headteacher	6
3.3 The designated senior leader responsible for attendance	7
3.4 The attendance officer	7
3.5 Class teachers	8
3.6 School office staff	8
3.7 Parents	8
3.8 Pupils	8
4. Recording Attendance	9
4.1 Attendance register	9
4.2 Unplanned absence	10
4.3 Planned absence	10
4.4 Lateness and punctuality	10
4.6 Reporting to parents	11
5. Authorised and Unauthorised Absence	11
5.2 Sanctions	13
5.3 Penalty notices	13
5.4 Notices to improve	14
6. Strategies for Promoting Attendance	15
7. Supporting Pupils Who Are Absent or Returning to School	15
8. Attendance Monitoring	16
8.1 Reducing persistent and severe absence	16
9. Monitoring Arrangements	17
10. Links with Other Policies	17
Appendix 1:	18
Appendix 2: Attendance Matters	21



Appendix 3: Lateness

22

Appendix 4:

23

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance in [Working Together to Improve School Attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including, but not limited to:



- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

2. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance in [Working Together to Improve School Attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- It also refers to:
 - [School census guidance](#)
 - [Keeping Children Safe in Education](#)
 - [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and Responsibilities



3.1 The governing board

The governing board is responsible for:

- Monitoring attendance figures for the whole school on a termly basis •
- Holding the Head Teacher to account for the implementation of this policy
- The Full Governing Body meetings will discuss whole school attendance each term looking at patterns and persistent absentees. During these meetings the governing body will examine recent trends and patterns in attendance and compare to historic trends; they will benchmark the school's attendance against other schools similar in context and view attendance data on different vulnerable groups such as SEND, PP and children who have a social worker to ensure their attendance is good.
- The Governing body set realistic goals for school attendance with school leaders and support and challenge school leaders to improve overall school attendance.

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Raising the profile of attendance throughout the academy
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) and the SENDCo (Special Educational Needs Coordinator) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school



- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is the deputy headteacher and can be contacted via 01623 646624 or senco@st-edmunds.notts.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- The attendance officer is Abbey Thacker and can be contacted via 01623 646624 or office@st-edmunds.notts.sch.uk

3.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions daily in a timely manner and submitting



3.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Follow up with families where no reason for absence has been given
- Elevate any concerns to the Deputy Headteacher / Headteacher where no contact has been made and no response received to explain absences
- Receive and record medical evidence from families for absences

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day, on time
- Call the school to report their child's absence before 08:45 on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the Office Manager, who can be contacted via the school office: 01623 646624 or office@st-edmunds.notts.sch.uk.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time



4. Recording Attendance

4.1 Attendance register

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of each school day (am) and then again in the afternoon (pm). It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

(See Appendix 1 for the DfE attendance codes).

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 08:45 and ends at 15:15

The gates will open at 8:30am and close at 8:45am. If your child is arriving after 8:45am, they will need to be signed in through the office, providing a reason for the lateness.



4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08:45, or as soon as practically possible, by calling the school office staff, who can be contacted via our main telephone: 01623646624 or alternatively, office@staff-edmunds.notts.sch.uk

On notification of an absence, the school will identify whether the absence is approved or not before identifying the correct attendance code for entry onto the school register. Where the absence continues or there are doubts about the authenticity of an illness, the school may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. For instances of sickness and diarrhea, medical evidence may be required where it lasts longer than 48 hours.

Safe-and-well home visits may be carried out, where the DSL deems it appropriate.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment and provides sufficient medical evidence.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as late, using the appropriate code. The minutes late will be recorded as part of record-keeping.

Where trends of persistent lateness arise, parents will be invited in to discuss appropriate support and next steps with the Attendance Officer and/or the designated senior leader for attendance.

Following up unexplained absence



Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Communicate with the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may initiate a home visit.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Communicate with the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels.

The school will regularly report to parents if their child(ren) are below the Ofsted guidance of 'Good' attendance, which is currently set at 96%.

Weekly attendance data (as a school) will be published on the school's social media platforms.

Attendance will be discussed as part of parent meetings and reports throughout the year.

5. Authorised and Unauthorised Absence

- **Authorised absence:** Absences that are agreed by the school, such as illness, medical appointments, or religious observance where appropriate evidence is provided.
- **Unauthorised absence:** Absences that are not agreed by the school, such as holidays in term time or keeping children off school without a valid reason.



The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it will not be granted for the purposes of a **family holiday**.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated before the absence, and in accordance with any leave of absence request form, accessible via the school office or on the school's website. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness supported by medical evidence including medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees

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(occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis. In the first instance, the school will seek to work with families to overcome any barriers to attendance in a collaborative way. This could include referrals to external agencies, where appropriate.

5.3 Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will send a copy of any penalty notice issued to the Local Authority.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution



- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate
- Whether the family has engaged with the school in response to support offered prior to meeting the national threshold.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

If a third penalty notice threshold is met, this will trigger legal action through the Local Authority.

5.4 Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period



6. Strategies for Promoting Attendance

- Create a positive and welcoming school environment.
- Set clear expectations for attendance.
- Reward good attendance through recognition and celebration.
- Work closely with parents/carers to develop positive relationships.
- Provide early intervention for pupils with attendance concerns.
- Offer support to families facing barriers to attendance.

7. Supporting Pupils Who Are Absent or Returning to School

- Provide support for pupils with medical conditions or other barriers to attendance.
- Develop a reintegration plan for pupils returning to school after a prolonged absence.
- Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

8. Attendance Monitoring

- Monitor attendance data regularly.
- Identify pupils with attendance concerns.
- Implement early intervention strategies.
- Escalate cases to relevant agencies when necessary.
- Specific pupil information will be shared with the DfE on request.
- Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.
- The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board



8.1 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions

9. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the headteacher. At every review, the policy will be approved by the full governing board.

10. Links with Other Policies

This policy links to the following school policies:

- Child Protection Policy
- Behaviour Policy
- SEND Policy



Appendix 1:

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school



W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)



E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		



G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays



Appendix 2: Attendance Matters

Dear Parent/Carer of {Pupil Name}

We need your help, please.

{Pupil Name} has been absent for {#} days of school, which is equal to {#} lessons missed so far this school year.

At St. Edmunds CofE Primary & Nursery School, we are passionate about every child achieving their full potential. There is a proven link between attainment and school attendance.

At our school each child's attendance target is set at 96%

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other #St. Eddys.

Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At St. Edmunds CofE Primary & Nursery School, we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on {Pupil Name} absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet {Pupil Name}'s class teacher if there is anything we can do to support you or your child. We appreciate that every family's situation is unique...

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards,

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Appendix 3: Lateness

Dear Parent / Carer of [Pupil Name],

Persistent Lateness

I am writing to inform you that our records show your child is persistently late for school.

By law, all children of compulsory school age must receive a suitable full-time education. Once your child is registered at a school, you are legally responsible for making sure they attend regularly.

At St. Edmunds CofE Primary School, we are passionate about every child achieving their full potential. There is a proven link between attainment and school attendance.

At our school, each child's attendance target is set at 96%. As a direct result of the persistent lateness your child's current attendance is __% so far this academic year.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Children may also feel uncomfortable arriving in the classroom when everyone else is settled into their learning routine. Furthermore, when one pupil arrives late, it often disrupts the entire class and everyone's education may be compromised.

Whilst we understand that occasional lateness may be unavoidable, high levels of lateness are not permitted.

Thank you for your continued support and co-operation,

Yours sincerely,
Mr Anthony Bandy-Webb
Headteacher



Appendix 4:

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Name of Pupil(s):	
Class(es):	
I wish to apply for my child to be absent from school during the following dates:	
Date of first day of absence:	
Date of Return to School	
Total number of school days missed:	
Reasons for absence from school:	
Do you expect to take any more term time holidays this academic year?	<div>Yes.</div> <div>No.</div> <div>Maybe.</div>
Please give details:	

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.



Name of Parent/Carer making application:

Signed:

Date:

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT
LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.

School decision:

This absence will be: UNAUTHORISED ☐ AUTHORISED ☐

Signed:

Mr Anthony Bandy-Webb

Head Teacher

St. Edmund's CofE Primary & Nursery School

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