

**FITTLEWORTH CE VILLAGE SCHOOL**

**NOTIFICATION OF ABSENCE IN TERM TIME**

Pupils are in school for 190 days each year. There are currently 175 other days for holidays and activities.

**The Secretary of State for Education has legislated that Headteachers are no longer permitted to authorize term time absence for holidays unless satisfied that exceptional circumstances exist.**

The school must be informed in writing of all planned absences

Absence not approved by the school in writing and in advance will be recorded as unauthorised.

To: Debbie Burnett - Headteacher, Fittleworth CE Village School.

I am hereby notifying you of the absence of:

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

Date from: \_\_\_\_\_ Date of return: \_\_\_\_\_ Number of school days: \_\_\_\_\_

Please state specific reason for absence:

\_\_\_\_\_  
\_\_\_\_\_

By signing you are also indicating that you have read and understood the form in full.

Signed \_\_\_\_\_ (parent/carer) Date \_\_\_\_\_

This absence is authorised

This absence is unauthorised

**To be completed by the Headteacher**

Headteacher's comments

Signed \_\_\_\_\_ Debbie Burnett Date: \_\_\_\_\_