



Church Drove, Outwell, Wisbech, Cambs PE14 8RH Tel: 01945 772439 Email: office@beaupre.cambs.sch.uk

Web: www.beaupreprimary.co.uk Headteacher: Mrs Michelle Munday

NOTIFICATION OF ABSENCE

Please be aware that more than 3 days' unauthorised absence, within 4 weeks, will trigger an EWO referral for a penalty notice. Even if you do not tell us you are going on holiday, the referral will still be made if we do not receive sufficient evidence to authorise the absence. We still require parents to continue to submit absence forms to the school if you know your child will be absent for any reason.

If 3 or more term time leave Penalty Notices have been issued over a 3 year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued. Where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered by the Local Authority."

Name/s of child/ren:	
Class/es:	
Date/s of planned absence:	
Circumstances/reasons:	
Name of parent:	
Signature:	
Date:	

If there is any documentation to support your request please attach it to this application.

For Headteacher use only:

Date	
Authorised - Yes or No	
Evidence seen:	
Reason for refusal:	
Signature:	

This absence will/will not be passed for a Penalty Notice referral.

