

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 5 days or more unauthorised absence will trigger a referral to the local authority 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 require parents to continue to submit absence forms to the school if you know your child will be absent for any reason.

Name/s of child/ren:	
Class/es:	
Date/s of planned absence:	
Destination of holiday:	
Expected quarantine period (if any):	
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:	