



Guiding us  
step by step  
into the  
future

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**Declaration of Absence during Term Time**

Please complete this form if your child is taking any absence during term time. Holiday absences will be unauthorised and this may be acted upon should there be more than 5 consecutive days or your child's overall attendance falls below expectations.

Child's name

Class

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Dates of absence

From:	To:	Number of school days missed

Reason for absence

Parent signature

Date

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For office use

% Attendance

Factors affecting decision

	Negative educational impact Positive educational impact Other -
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Authorised:

Requirement to follow legal procedures

Yes/No	Yes/No
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Parents informed

Date

Yes/No	
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Head teacher signature