



Executive Headteacher: Mrs J. Tyers  
Deputy Headteacher: Mrs T. Taylor  
**ST. PAULS C.E. PRIMARY SCHOOL**  
Nevile Road,  
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Telephone: 0161 792 9474

Dear Parents/Carers,

**APPLICATION FOR AUTHORISED ABSENCE FROM SCHOOL DURING TERM TIME**

As you may be aware, absences during term time will only be authorised under exceptional circumstances at the Headteacher's discretion. This is also dependent upon your child's percentage attendance data – our target for each child is 96%.

Please give details why your child will be absent from school. Child's name \_\_\_\_\_

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Dates from: \_\_\_\_\_ Return date: \_\_\_\_\_ Total days \_\_\_\_\_

If your child has over 10 sessions (5 days) of unauthorised absence then they will automatically be issued with a fixed penalty warning. Therefore, unless this application meets the exceptional circumstances criteria and your absence is for longer than 5 days the fixed penalty notice process will be instigated.

If your absence is less than 10 sessions (5 days) authorisation may still be refused and days absent will be included towards the total days with a maximum of 5. If, for instance your child is away from school without permission for a period of 1 week (10 sessions) then any further instances of unauthorised absences will trigger the fixed penalty notice process.

If the decision is made to allow the absence (as unauthorised) without any further action being taken, it does not preclude further action should other occasions of unauthorised absence occur.

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Dear Parent/Carer of: - \_\_\_\_\_ with \_\_\_\_\_ % attendance

Your child's absence will be given a "G" mark – unauthorised holiday, with no further action.

Your child's absence will be given a "G" mark – unauthorised holiday and we will be instigating the fixed penalty notice process.

Your child will be given the "H" mark – authorized holiday in exceptional circumstances.

Further Comments \_\_\_\_\_

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**Headteacher** \_\_\_\_\_