



Godalming Junior School

NOTIFICATION OF CHILD'S ABSENCE FROM SCHOOL DURING TERM-TIME

Child(ren)'s Name(s) Class(es)

will be absent from school for day(s)

first day last day

due to(please state reason)

Signature of Parent Date.....

This form is to be completed by the parent and returned to the School

A reply letter will be completed and returned acknowledging the period of absence from school.

IMPORTANT INFORMATION

Surrey County Council guidance gives Headteachers the power to authorise absence only in exceptional circumstances. Examples of exceptional circumstances, quoted by the Department for Education (DfE), are: service personnel and family crisis. Family holidays taken during term time due to affordability or work restrictions do not meet the DfE criteria for authorisation.

Please be aware that by repeatedly taking your child out of school without the approval of the headteacher, you may be liable to receive a Penalty Notice for failing to ensure your child's regular school attendance.

EACH PARENT WILL BE LIABLE TO RECEIVE A PENALTY NOTICE FOR EACH CHILD WHO IS ABSENT.

Penalty Notices can be issued for unauthorised leave of absence for 5 days or more. Penalty Notices are issued per parent per child and the amount due is £60.00 if paid within 21 days, rising to £120.00 if paid between 21 and 28 days. If the Penalty Notice remains unpaid after 28 days the Local Authority must consider a prosecution in the Magistrates Court.