



ABSENCE NOTIFICATION FORM

This form must be submitted to school at least two weeks before a planned absence.

The email address for all absence-related issues is absence@arden.solihull.sch.uk

Holidays taken during term time will not be authorised unless there are exceptional circumstances (examples of exceptional circumstances are outlined in our Attendance Policy). All unauthorised leave will be referred to the LA for them to consider issuing a fixed penalty notice.

Name of Pupil: _____ Form: _____ Date of Birth: ___/___/___	Signature of Parent/Guardian: Print Name: _____ Date: ___/___/___
Leave of absence from date: ___/___/___ To date: ___/___/___ Total Number of days: []	_____ Date: ___/___/___
Please detail below the exceptional circumstance why you are notifying us that you will be taking your child(ren) out of school. You may be invited into school to discuss this with the Head of Key Stage. Please attach supporting evidence.	

Upon receipt of this Notification the appropriate mark will be recorded on your child's attendance record.

We do not respond to this Notification unless you specifically ask us to do so via email at –

absence@arden.solihull.sch.uk

School Use Only:

Previous requests for LoA ? YES/NO	% Attendance:
Evidence provided for exceptional circumstances? YES/NO	Arrange to meet Parent/Guardian? YES/NO DATE/TIME: