



GORRAN SCHOOL

Notification of Absence/Holiday Form

My child _____ Class _____

Will be absent from school from _____

to _____

Number of school days _____

Reason for absence (holiday, bereavement, other)

Signed _____
Parent/Guardian

Date _____

Office Use only:	Number of sessions this academic year
Authorised holiday	
Other authorised circumstance	
Medical appointments	
Illness	
Unauthorised absence	
Absence authorised by Head	(date)



GORRAN SCHOOL

To be completed by the Headteacher and returned to
Parent/Guardian

Name of child _____ Class _____

Absence authorised

from _____ to _____ number of days _____

Absence unauthorised (reason)

Headteacher _____

Date _____

Please note: Regulation 8 of the Education (Pupil Registration) Regulations allows Headteachers to to authorise absences for family holidays during term time. But parents have no right to demand that absences are authorised. Headteachers should not allow an absence of more than 10 school days for a family. (in any academic year)