



Unauthorised Absence from School During Term-Time Notification

At Kitchener Primary School we want all of our pupils to achieve success. In accordance with Cardiff Education service's Attendance Policy, we will NOT authorise any holidays or visits to families that take pupils out of school during term time because of the negative effect this has on children's learning.

Name of Pupil/s		Year and Class	
Place of Visit:			
Reason for Visit:			
Date of Visit:	From:	To:	Number of Days Absence from School:
Mobile Phone:			
Email Address:			
UK contact details (name, address and contact number of a relative or friend who we can make contact with whilst you are away)			

I am fully aware that if my child does not return to school after 20 days of continuous absence they will automatically be removed from the school register and I will have to re-apply for their place on my return. I understand the school cannot guarantee re-admittance in this case.

I understand that this absence from school may significantly affect my child's progress this year in their learning.

I understand that failure to return on the agreed date will be referred to the Statutory Authorities; a child who goes missing from education may be considered to be at risk of significant harm and will be referred to the Statutory Authorities for investigation.

I agree that the above pupil/s will return to school on: _____

I understand that this absence is unauthorised and that I may be fined by the Education Welfare Service who will issue a fixed penalty fine of £60 for each school aged child.

Print name: _____ Parent or Guardian Date: _____

Sign: _____

