Appendix A

Pupil's name..

Dates of absence..................................Number of days requested......................

Reason holiday absence required during term time ....

....

Signed ....

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For school use only:

Attach an 'Attendance Summary' report
(selecting the first and last dates of the academic year) for each child.

Absence percentage during current academic year ....% for .... *Child's name*
Absence percentage during current academic year ....% for .... *Child's name*
Absence percentage during current academic year ....% for .... *Child's name*

School target and national average is no more than 4% absence. Persistent absence is 15%+

Absence days authorised on this occasion...............   Register code ....

Absence days unauthorised on this occasion.............   Register code ....

Signed..Date...............................
　　　Head teacher

Comments...

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