

# Notification of the Absence of School Child on Holiday

.....(Name of Child)

in class .....

will be absent from School (give dates)

from...../...../.....

to ...../...../.....

owing to my being on annual holiday from my  
employment.

.....

Signature of Parent/Guardian.

Date...../...../.....

This form is to be completed by the Parent or  
Guardian and forwarded to the Headteacher  
of the School attended by the child  
immediately before the period of absence.