

Details of Siblings:

If you have other children currently attending **ANY** school please complete their details below.

Child's Name	Child's Age	Name of Child's School

I understand that:

- **At Abbots Green we aspire to having 100% attendance. As a parent, I will do my utmost to support this.**
- The Headteacher will consider this application based solely on the information provided on this form and on any further evidence that I have attached.
- Any evidence I provide at a later date will not be taken into account unless there are acceptable reasons for this information being provided late.
- I may be contacted by the school to discuss this request in further detail or requested to provide further information to the school.
- I will be notified in writing whether this proposed absence would be recorded as authorised or unauthorised on my child's attendance record.
- **Where a child has had 8 sessions recorded as unauthorised absence during a school year the school is obliged to make a referral to Suffolk County Council's Attendance Officer. This will result in a Penalty Notice fine being issued; the penalty is £60 per parent per child if paid within 21 days, increasing to £120 between 21 and 28 days. The penalty must be paid in full and not by instalments.**

I confirm that I am the parent/carer of the child detailed above.

I confirm that my child does/does not (please delete as applicable) normally reside with me.

Signed:

Print Name:

Date:

For Abbots Green Academy use only:

	Date	Signed by Head Teacher	Signed by Office Manager
Office Manager - ParentMail			
Part Authorised Absence			
Authorised Absence			
Unauthorised Absence – No FPN			
Unauthorised Absence			
Designated Safeguarding Lead - Informed			
Sibling school informed			
Non-Compulsory School Age			
FIXED PENALTY NOTICE			