



Executive Headteacher: Mr.P.Puckey
 Interim Headteacher: Mr. G. Elswood
 Head of School: Mrs K.Lavin
 ST. PAULS C.E. PRIMARY SCHOOL
 Nevile Road,
 Kersal, Salford,
 M7 3PT

Telephone: 0161 921 2065

APPLICATION FOR ABSENCE FROM SCHOOL DURING TERM TIME

Name of Child(ren): _____

Class(es): _____

Requested dates: From.....To.....

Total number of days absent from school:.....

Parents/Carers signature.....

Reason for absence.....

If your child has 10 sessions (5 days) of unauthorised absence they will automatically be issued with a Fixed Penalty Notice(fine).

If your request is for less than 10 sessions(5 days) authorisation will still be refused and days absent will be included towards the total number of days up to 5. This will then trigger the Fixed Penalty Notice process. Please be aware there are significant changes to the Penalty Notice process and this information is in our Attendance Policy on the school website.

