

Part II - For completion by the office

Date of processing:

Current Attendance	Attendance % 2024/25	No. of Sessions Authorised Absence	No. of Sessions Unauthorised Absence	Attendance % 2023/24	No. of Sessions Authorised Absence	No. of Sessions Unauthorised Absence
Child 1						
Child 2						
Child 3						

Office comment box:

Part III – For completion by the Headteacher

Having considered this request, this absence will be recorded as:	Authorised	Unauthorised
Have the criteria for a Penalty Notice been met?	No	Yes

Signed:

Date:

Date entered on ARBOR:

Date form returned to parent: