



**GREAT ROLLRIGHT CE PRIMARY SCHOOL**  
**OXFORDSHIRE COUNTY COUNCIL**  
**CHILDREN, YOUNG PEOPLE & FAMILIES**  
**GOVERNORS OF GREAT ROLLRIGHT C.E. PRIMARY SCHOOL**



**NOTIFICATION OF A TIME A CHILD WILL BE ABSENT FROM SCHOOL  
DURING TERM TIME**

1. Under new Education (Pupil Registration) Regulations, any absence during term time other than that taken for illness or medical appointments is unauthorised.
2. Schools are required to notify the DoE and the LA of all unauthorised absences.
3. In LA schools, all children have an entitlement to 190 days education per year.
4. We must know where every child is on any day when they are not in school.

Please complete the slip below and return it to the Headteacher at least fourteen days before the proposed absence.

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To: The Headteacher of Great Rollright C.E. Primary School

..... will be absent from school  
(name of child)

from: ..... to: .....(dates)

Please state the exceptional circumstances for this absence during term time

Signed: ..... Date: .....

Name: .....