



Kirton Road, Trimley St Martin, Felixstowe, Suffolk IP11 0QL

Headteacher: Mrs Samantha Ross

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### FELIXSTOWE SCHOOLS NOTIFICATION OF ABSENCE

Please complete and return no less than 3 weeks before absence is due to start.  
Information regarding your application

**Please Note:**

In line with government legislation, any holiday requests received will **not be authorised**.  
All Felixstowe Primary Headteacher are in agreement.

| Pupil's Name | Class |
|--------------|-------|
|              |       |
|              |       |
|              |       |
|              |       |

I request that you consider allowing my child(ren) to be absent from school for the following dates:

|              |  |            |  |                                     |  |
|--------------|--|------------|--|-------------------------------------|--|
| <b>From:</b> |  | <b>To:</b> |  | <b>Total Number of Days Absent:</b> |  |
|--------------|--|------------|--|-------------------------------------|--|

Exceptional reason for requesting leave during term time (continue on reserve if necessary):

|  |
|--|
|  |
|--|

Parent/Carers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to child(ren): \_\_\_\_\_ Contact No: \_\_\_\_\_

In the situation where the child is not living with both parents/carers. Both parents will be notified of the outcome.

| For Office Use Only:                                |                                  |
|---|----------------------------------|
| Number of 'Authorised Absence' this academic year   |                                  |
| Number of 'Unauthorised Absence' this academic year |                                  |
| Authorised / Authorised                             | Yes / No (delete as appropriate) |
| Headteacher Signature:                              |                                  |
| Date:   |                                  |
| Date Letter Sent to Parent/Carer of Outcome:        |                                  |