

## SCHOOL NOTIFICATION OF UNAUTHORISED HOLIDAY ABSENCE

FULL NAME OF PARENT (1):	FULL NAME OF PARENT (2):
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ADDRESS:
POSTCODE:

NAME OF PUPIL:	DOB:
NAME OF PUPIL:	DOB:

ADDRESS:
POSTCODE:

SCHOOL:
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DATES HOLIDAY WAS TAKEN:	
FROM:	TO:

HEADTEACHER:	AUTHORISED BY PNO:
SIGNED:	DATE:

<b>NOTIFICATION OF UNAUTHORISED HOLIDAY IN TERM TIME</b>
<b>PLEASE ATTACH COPIES OF: ATTENDANCE CERTIFICATE, HOLIDAY REQUEST FORM AND REFUSAL LETTER TO PARENT. WHERE PARENTS HAVE NOT APPLIED FOR LEAVE OF ABSENCE IN ADVANCE THE SCHOOL MUST PROVIDE A SIGNED WITNESS STATEMENT WHICH STATES THAT THE CHILD WAS BELIEVED TO BE ON HOLIDAY.</b>

### PLEASE USE TWO FORMS IF PARENTS LIVE AT DIFFERENT ADDRESSES

The Penalty Notice Officer, Children's Services, Schools and Learning, Wiltshire Council,  
P O Box 2281, Salisbury, Wiltshire, SP2 2HX.  
Tel: 01722 438123 Fax: 01722 438063 email: [PNLO@wiltshire.gov.uk](mailto:PNLO@wiltshire.gov.uk)