



“Building Skills for Life • Meithrin Sgiliau Bywyd”  
Headteacher/Prif Athro Mrs Karen Jenkins

## Notification of Absence from School

..... (name of child) will be absent from school due to the following reasons;  
(please tick)

### Authorised absence

Date: .....

- Time: ..... am/pm to .....am/pm
- Whole day (Please tick)
- GP appointment
- Dentist appointment
- Hospital appointment
- Illness – detail .....
- Any other reason authorised by Headteacher  
Reason .....

### Unauthorised absence

Date: from ..... To .....

- Family Holiday
- Any other circumstance \_\_\_\_\_

❖ I have / haven't discussed the reason with Class Teacher (please delete)

I understand that the absence will be marked on the child's register accordingly.

Signed: ..... (Person with parental responsibility)

Date: .....

Office use only

Acknowledgements

Class teacher \_\_\_\_\_

Head Teacher \_\_\_\_\_

Fixed Penalty Notice Requested

Yes / No

Signed \_\_\_\_\_



[www.llangynidr.powys.sch.uk](http://www.llangynidr.powys.sch.uk)  
Church Close, Llangynidr, Powys NP8 1NY  
Tel 01874 730681  
email [office@llangynidr.powys.sch.uk](mailto:office@llangynidr.powys.sch.uk)

