



For school use only	Date request received     /     /	
<p>Has the notification been considered by the Head teacher?    Yes/No</p> <p>Has the notification been discussed with all parents/carers who have parental responsibility for this child?    Yes/No    Date: .....</p> <p>No of days Authorised ..... No of days Unauthorised .....</p> <p>Date of decision letter sent to parent/carer: .....</p>		
<p>If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to CILS along with Pupil/student attendance register.</p>		
<p>Name of school</p> <p>Nether Green Junior School</p>	<p>Head teacher's signature</p>	<p>Date</p>