Dussindale Primary School
Vane Close, Thorpe St. Andrew, Norfolk. NR7 0US
Tel: 01603 436180 Email: office-ds@yare-edu.org.uk
Website: dussindaleprimary.co.uk
Executive Headteacher: Mrs Louise Norgate
Deputy Headteacher: Mrs Carolyn Bradley

First name		**Surname**	
Date of Birth		**Relationship to child**	
Address and postcode			
Telephone number and email			
Details of the absence:			
Date of first day of absence		**Date of last day of absence**	
Total number of days absent		**Expected date of return to school**	
Please provide the reason for this request and any supporting evidence:			

Please read the following statement and sign to indicate you understand the this:
I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child.
I have read and understood Norfolk County Council's information regarding penalty notices for absence from school and the action they may take.

Signed		**Full name**		**Date**	
Signed		**Full name**		**Date**	

To be completed by the school

Date request received by the school:		**Total number of days requested:**	
Child's name		**Application authorised or declined?**	
Reason for school's decision:			
In the case of a term time holiday, please confirm which parent took the holiday:			
Executive Headteacher		Mrs L M Noragte	
Signed		**Date**	