

PARENT'S INFORMATION

Today's Date	Forename	Surname	Address - House No & Street	Post Code	Town

Procedures for completion

- 1) Complete ONE electronic referral form per pupil
- 2) Attach the pupil's attendance registration certificate with the correct codes (for example "G" code for ar
- 3) Attach a copy of the parents application for leave letter
- 4) Attach a copy of the refusal letter to the parent
- 5) Send the above to the Behaviour, Attendance and Children Missing Education Service email address bacr

CHILD INFORMATION

Child's full name	Absent date To & From (01/01/12 - 03/01/12)	School	Ethnicity

unauthorised holiday - 3+ days or 12 U lates are registration)

ne-referral@walthamforest.gov.uk