



REQUEST FOR CHANGE OF ATTENDANCE OPTION

Full name of child

I would like my child to change from his/her current attendance option to:-

Please tick to indicate the attendance session now required

Term only	<input type="checkbox"/>	All year	<input type="checkbox"/>
-----------	--------------------------	----------	--------------------------

Session	Core hours	Extended hours	Flexible extended hours
All day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morning only	<input type="checkbox"/>	<input type="checkbox"/>	Not available
Afternoon only	<input type="checkbox"/>	<input type="checkbox"/>	Not available

For flexible extended hours only

Please tick to indicate the days (maximum of three) on which you would like to have the extended hours

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please enter the date on which you would like the change to begin

Signed by parent/guardian

Name of parent/guardian

Relationship to child

Please note that there is a fee payable for more than one change of attendance option in any twelve month period. Details are available on the incidental fees page of our website.