



ST. JOHN'S C.E. PRIMARY SCHOOL
Atherton Road, Hindley Green, Wigan, WN2 4SD
Tel: 01942 255396

REQUEST FOR A CHILD TO BE ABSENT FROM SCHOOL

A request for absence MUST be made at least a minimum of six weeks in advance.

PUPIL DETAILS

Name:

Date of Birth:

Class/Teacher:

First day of absence: _____ Last day of absence: _____

Reason for absence:

I understand that keeping my child off school for any longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in action being taken against me for Non School Attendance.

Parent/Carer Name:

Signature Date of Request

The Headteacher will consider the following points before authorising leave:-

- The pupil's previous attendance history
- The age of the pupil
- The child's stage of education
- Time of Year (SATS/Exams)
- The nature/reasons for the absence

In view of The Education (Pupil Registration) (England) (Amendment) Regulations 2013, effective from September 2013, leave of absence for holidays during term time will NOT be granted unless the Governing Body/Headteacher considers there are exceptional circumstances relating to that application.

For school office use:

Authorised / Not Authorised (*delete as appropriate*)

Headteacher's signature _____

Date input onto SIMS: _____

Date contract sent : _____

Date returned: _____