



Holy Family Catholic Primary School
Kendal Road, Boothstown, Manchester M28 1AG

A request for absence **MUST** be made at least a minimum of six weeks before the trip.

Child's Name: _____

Date of Birth: _____

Class/Teacher: _____

First date of requested absence: _____ Return to school date: _____

Reason for absence (Please give details of the 'special circumstances' that warrant permission being granted):

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

The Education (Pupil Registration) (England) Regulations 2006
 Holidays taken for the following reasons will not normally be authorised:

- Availability of cheap holiday;
- Availability of the desired accommodation;
- Poor weather experienced in school holiday period
- Overlap with beginning or end of term

Office use

Seen by _____ Agreement _____ Date _____