



HINDLEY GREEN COMMUNITY PRIMARY SCHOOL
Thomas Street, Hindley Green, Wigan, WN2 4SS.
Tel: 01942 255406



ABSENCE REQUEST FORM

IMPORTANT

The Education (Pupil Registration) (England) (amendment) Regulations 2013

Leave of absence for holidays during term time will NOT be granted unless the Governing Body/Principal considers there are truly exceptional circumstances relating to that application.

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

PUPIL DETAILS:

Name:

Date of Birth:

Class/Teacher:

Dates of Requested Absence:

Exceptional 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.....

FOR SCHOOL OFFICE USE:

Authorised by: _____ No. of Days Authorised _____

Included in Register _____