

SACRED HEART CATHOLIC PRIMARY SCHOOL



Springfield Road, Beech Hill, WIGAN
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Telephone: 01942 231478
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Head Teacher: Mrs C Mason

Deputy Headteacher: Mrs Samantha Stirrup

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APPLICATION FOR LEAVE IN TERM TIME

A request for absence must be made at least **six** weeks prior to the date(s) requested.

Name of child: Class

Name of child: Class

Name of child: Class

From To

Total of school days taking

Please state clearly below why it is necessary for this absence to be taken in term time.

Amendments to the 2006 regulations (2013) make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Holidays are not normally classed as exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. The school will always want to discuss this with you personally.

Please complete this form and send to the Headteacher via the school office. You are advised not to make any arrangements until your request has been considered by the school.

This school will not authorise the request for absence from school if your child's attendance is below 96%. The previous academic year's attendance is also taken into consideration.

Any absence which has not been agreed in advance by the Headteacher is marked as '**Unauthorised**'.

Signed(Parent/Guardian)