Wood Fold Primary School

Green Lane, Standish, Wigan WN6 0TS Tel: 01257 400271



LEAVE OF ABSENCE REQUEST FORM

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

PUPIL DETAILS

Name: ______

Class/Teacher: _____

DATES OF REQUESTED ABSENCE

From (first date of absence):______

To (last date of absence):______

Total number of school days: _____

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/Guardian name: _____

Signature: _____

Date of request: _____

The Head Teacher 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 the year (SATS/Exams)
- The nature/reasons for the absence (in line with the Attendance Policy)

<u>Office use only</u>			
Seen by:	Attendance: This year:	% Last year:	%
No of days this yea	r to date:	Total days this year:	
Agreed: Yes / No	Date letter sent:	Entered on register:	