



Holy Family Catholic Primary School
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Headteacher: Mrs J. Taberner BEd Hons

Deputy Headteacher Mr M Quigley BA Hons

HOLIDAY REQUEST FORM

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

PUPIL DETAILS

Name:

Date of Birth

Class/Teacher:

Dates of Requested 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/Guardian:

Signature: Date of Request:

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

- The pupils' 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 holidays;
- 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 _____

 Child's Name Date of Holiday

Agreement Signed

(Headteacher)