



## REQUEST FOR ABSENCE FORM

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

### 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/Carer Name: .....

Signature: .....Date of Request.....

***Please return this form to the Mrs J Lavelle Attendance Manager at school who will contact you regarding this request***

### **SHEVINGTON HIGH SCHOOL**

Headteacher: Mr J Bennett

Shevington Lane, Shevington, Wigan WN6 8AB

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## **HOLIDAYS IN TERM TIME**

The DFE is asking schools to encourage parents to avoid term-time holidays whenever possible. As I am sure you will appreciate, regular school attendance is essential if your child is to maximise their educational opportunities. Interruptions in school attendance not only disrupt your child's education it makes it harder to catch up on work missed, and it can also affect their social life within school. It is the school's responsibility to provide the best education possible. We can only do this if your children attend regularly.

Further information is available on the DFE website and a copy of the Education (Pupil Registration) (England) Regulations 2006 is available on the UK Statute Law Database. Visit the DFE website for more information. Thank you in anticipation of your co-operation. This process was ratified by Governors on 9 July 2009 and will come into effect as from September 2009.