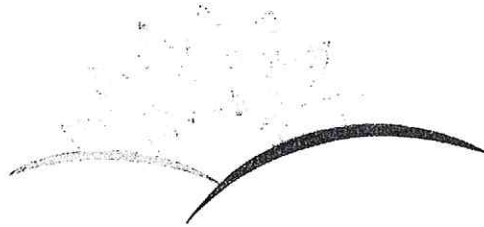


Executive Headteacher
Mrs K Tomlinson

Head of School
Mr A Houghton
Assistant Headteacher
Mrs G Handley



Shevington Vale Primary School

www.shevingtonvale.org.uk

Runshaw Avenue
Appley Bridge
Wigan, WN6 9JP
(01257) 253559

LEAVE OF ABSENCE REQUEST

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 Name:

Signature: Date of Request.....

The Executive Headteacher 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 Year (SATS/Exams)
- The nature/reasons for the absence

Office use

Seen by _____ Agreement _____ Date _____