



# Abram Bryn Gates Primary School

Headteacher: Mrs Gillian Talbot

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## ABSENCE REQUEST FORM

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

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Class/Teacher: \_\_\_\_\_

Date/s 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: \_\_\_\_\_

### Authorised absence includes:

- Sickness
- Hospital /clinic appointments
- Religious holidays
- Funerals – up to 1 day

### The Education (Pupil Registration) (England) Regulations 2013

From 1<sup>st</sup> September 2013, the new law gives no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Headteachers would not be expected to class any term time holiday as exceptional. Parents can be fined by the local authority for taking their child on holiday during term time without the consent of the school.

### Office Use

Absence: Authorised ( ) Unauthorised ( )

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_