



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 Rice Attendance Co-ordinator at school who will contact you regarding this request



SHEVINGTON HIGH SCHOOL

Headteacher: Mr J Grant

Shevington Lane, Shevington, Wigan WN6 8AB

Tel: 01257 400990 Fax: 01257 400992

Website: www.shevingtonhigh.org.uk Email: enquiries@shevingtonhigh.org.uk



facebook.com/shevingtonhigh



twitter.com/shevingtonhigh

National Support School
designated by



National College for
Teaching & Leadership

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.

Holiday Dates

Autumn Term 2017

Staff Training Day: Monday 4 September 2017

Term Starts: Tuesday 5 September 2017

Half-term Holiday: Monday 23 October – Friday 27 October 2017

Term Ends: Friday 22 December 2017

Spring Term

Staff Training Day: Monday 8 January 2018

Term Starts: Tuesday 9 January 2018

Half-term Holiday: Monday 19 February – Friday 23 February 2018

Term Ends: Wednesday 28 March 2018

Summer Term

Staff Training Day: Monday 16 April 2018

Term Starts: Tuesday 17 April 2018

Half-term Holiday: Monday 28 May 2018 – Friday 1 June 2018

Term Ends: Friday 20 July 2018