

St. Gregory's Catholic High School

Cromwell Avenue, Westbrook, Warrington, Cheshire, WA5 1HG.
Telephone: 01925 574888



Headteacher
Mr E McGlinchey BSc (Hons) NPQH

APPLICATION FOR STUDENT LEAVE OF ABSENCE DURING TERM TIME

A request for leave of absence **MUST** be made at least a minimum of 10 days before the period of absence.

Good attendance is linked to higher achievement. Poor attendance can be a cause of underachievement. Government legislation states as a parent you have a legal responsibility to ensure your child's attendance to school. Under legislation there is no entitlement to Leave of Absence in term time for holidays, therefore holidays should be taken during the school holiday period. From September 2013, the new law does not give any entitlement to parents to take their child on holiday during term time. (Further information can be obtained from the Department for Education website).

PLEASE NOTE: Any declined requests will be recorded on a student's attendance record as unauthorised.

COVID-19: Please check the Government website for the most up to date list of countries from where you can travel to England without needing to self-isolate. Any time spent in quarantine after returning to England from a country **NOT** on the Travel Corridor List, will also be classed as unauthorised absence. The most up to date list can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

PUPIL DETAILS

Name: _____ Form: _____

Dates of Requested Absence: From ____/____/____ to ____/____/____

Reason for absence (*you may wish to attach a supporting letter providing full details*):
*Please explain why these circumstances are considered **exceptional**.*

I understand that keeping my child/children off school for longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised.

Parent/Carer Name: _____

Signature: _____

Date of Request: _____

**Please return the completed request to the Attendance Officer at:
attendance@stgregoryshigh.com**