

Whitegate Church of England

Primary School

Whitegate

Northwich

Cheshire

CW8 2AY

Head Teacher

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**ABSENCE FROM SCHOOL DURING TERM TIME**

Whitegate Primary School is unable to authorise requests for holiday absence during term time. Should you still intend to take your child/ children out of school, parents/ carers must inform school of their intention in writing at least **1 month prior to going away**. This form must be completed. All absences will be marked in the register as un-authorised. We carefully monitor the attendance of all pupils. Parents/ carers should be aware that Fixed Penalty Notices (FPN) or fines will be issued to families taking holidays during term time in accordance with guidance from CWAC**.**

**Please note we are unable to provide any work for pupils whilst they are on holiday.**

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| --- | --- | --- | --- |
| Pupil’s name | | Class/ Year group | |
| Date absence to begin | Date of return to school | | Number of school days absent |
| Reason for request | | | |
| Have you already requested leave of absence this school year (Sept – July)  Yes/ No  If Yes for how many days and when? | | | |
| Signed Parent/Guardian  Please print name  Home address  Date | | | |

**PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD**