

# Fairfield High School

a specialist college in the performing arts



Headteacher:  
Mr J Hughes  
Peelhouse Lane  
Widnes  
Cheshire  
WA8 6TE  
Tel: 0151 423 3571  
Fax: 0151 424 3316  
Email:  
admin@fairfieldhigh.halfon.sch.uk  
Website:  
www.fairfieldhigh.co.uk

Ref: admin/holidayleaveletter209(mw)

Dear Parent/Guardian,

## APPLICATION FOR LEAVE OF ABSENCE FOR A FAMILY HOLIDAY

If you wish to take your child out of school for a holiday you should, in the first instance, apply **AT LEAST ONE TERM IN ADVANCE OF THE DATE OF THE PROPOSED HOLIDAY**. As Head of School, I may exercise the right to authorise up to **10** days' annual holiday **but** this will be dependent on the attendance record of the pupil, the timing of the holiday and the educational progress of the pupil.

### The school will not authorise holidays at the following times:

*For Years 7 and 10 at the start of the September term when new courses are being introduced*

*During summer exams (dates published at the start of each academic year)*

*During mock SATs in January, anytime during the Spring Term and up to the SATs examinations in May for Year 9*

*During mock GCSE exams in December of Year 11, the time immediately preceding examinations when vital revision work is being done. Anytime after the Autumn half term.*

Please return the form below to the Attendance Office in advance of the proposed holiday to allow full consideration to be made.

Yours sincerely,

Nick McGee  
Head of School

To: Mrs Ferris, Fairfield High School, Peelhouse Lane, Widnes, WA8 6TE

## APPLICATION FOR LEAVE OF ABSENCE FOR A FAMILY HOLIDAY

Name of Pupil(s): \_\_\_\_\_ Form: \_\_\_\_\_

Date of proposed holiday: from \_\_\_\_\_ to \_\_\_\_\_

Reason why holiday is needed in school time:

I/we\* request leave of absence for a holiday as above and promise that all work will be made up.

\*Please delete as appropriate

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

Approved: \_\_\_\_\_ (Head of School) *(If not approved, the reasons will be noted on the back of this slip – for example: due to poor attendance record etc).*

Once signed by the Headteacher, one copy will be returned to the parent and a second will be placed in the pupil's register for the Form Tutor to file.

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