Head Teacher
Mrs C.D. Mackenzie
Tel: 01606 212203
admin@whitegate.cheshire.sch.uk
www.whitegate.cheshire.sch.uk

Trusting in God; Growing in Wisdom
Whitegate
CE Primary School

Whitegate Church of England
Primary School
Whitegate
Northwich
Cheshire
CW8 2AY

APPLICATION FOR EXCEPTIONAL CIRCUMSTANCE

Should you intend to take your child/ children out of school parents/ carers should complete this form at **least 2 weeks before**. Absences may be marked in the register as un-authorised. We will carefully monitor the attendance of all pupils. Parents/ carers should be aware that Fixed Penalty Notices (FPN) or fines may be issued in accordance with guidance from CWAC.

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.

THE CHURCH OF ENGLAND
Chester Diocesan Board of Education
SCHOOL GAMES GOLD
Healthy School
SANDSTONE TRUST
RE Quality Mark GOLD
Cheshire West and Chester

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For Headteacher use only:

Request has been Authorised ☐ Not Authorised ☐

School to issue a fixed penalty notice on this occasion Yes/No

Signed by …… Date ……..

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