

Pennaeth / Headteacher : Mr Damian Lawlor

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Nurture, Growth, Success for All**Leave of Absence in Term Time Request**

Name of Child	Form Class

First day of absence

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Last day of absence

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Reason for absence

(This is for child protection purposes, to ensure all children are safeguarded)

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Parent/Carer printed name:

Parent / Carer signature:

Date:

Declaration.

I understand that leave of absence/holiday requests will not be authorised, unless there are exceptional circumstances and the Headteacher will use his/her discretion in making the decision. If the Headteacher does not authorise this request, this may lead to an application for a Fixed Penalty Notice to the Local Authority. (*A copy of our Attendance Policy can be found on the school website*).

Schools are open to pupils 190 days of the year which allows 175 days for holidays, rest and non-urgent appointments. Parents/Carers do not have the automatic right to withdraw their child(ren) from school for a holiday and have to apply for permission in advance. Schools are very clear about the effect term time holidays can have on pupil's progress

Headteacher Decision

(This request has been considered in line with the cluster policy and WG guidance)

Dear

Having considered your individual circumstances, I am unable to authorise your request to

Regular attendance is essential to support progress and to maintain continuity in learning and wellbeing. Therefore, the absence cannot be authorised due to the impact on _____ education.

Having considered your individual circumstances, I am able to authorise your request to be absent from school during term time for _____

Please note that regular attendance is essential to support progress and to maintain continuity in learning and wellbeing. While attendance remains a priority, the extenuating circumstances surrounding your request warrant authorisation of this absence for _____ on this occasion.

Head Teacher Signature: