

Absence in term time request

The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of an annual family holiday during term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, must apply for permission in advance. All Wales Attendance Framework (2011)

Section A: To be completed by the Parent/Guardian (at least 4 weeks in advance).

Name of Child:	Class	DOB
1.		
2.		
3.		
4.		
5.		

Absence dates: (including possibility of late flight arrivals, if possible, when requesting for a holiday)

From: to

Destination

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request may be **authorised** or **unauthorised** and the Headteacher will use her discretion in making the decision based on my child's circumstances. If the Headteacher does not authorise this holiday, and this may lead to a request for a Fixed Penalty Notice (FPN) issued by the Local Authority Lead EWO which will be determined in line with the schools' attendance policy.

'Parents should not expect, or be led to expect, that schools will agree to family holidays during term time.' *All Wales Attendance Framework (2011)*

Parent/Carer: _____

Date of request: _____

To be completed by school staff

Section B

Child's absence in term time request for (child/ren name/s):

To be completed by the headteacher...

DECISION

- ☐ The request for absence has been authorised and a **H** code will appear on your child's attendance certificate.
- ☐ The request has unfortunately **NOT** been authorised for the reasons identified below and, should you decide to take your child out of school, a **G** code will be recorded on your child's registration certificate which represents an unauthorised absence.
- ☐ We will be discussing this with the EWS which may result in the issue of a Fixed Penalty Notice (FPN) should you take your child out of school for the absence detailed overleaf.

Signature :

Mrs. K. Pryse: Headteacher

Date:

Reasons for authorising

	Tick - applicable
1. Previous/current academic year's attendance is on or above the school target – see attached certificate	
2. Compassionate reasons, i.e. bereavement or wedding	
3. Other	

Reasons for unauthorising

	Tick - applicable
1. This academic year's attendance is lower than the school target– see attached certificate.	
2. More than 10 days of holidays have already been taken (H code).	
3. Number of unauthorised late marks this academic year (U code).	
4. Current involvement with EWO.	
4. Previous involvement with EWO.	
5. Other.	

Overview of key attendance information (completed by school admin staff)

	Child 1		Child 2		Child 3	
Current Attendance						
Total Authorised	Sessions:	Days:	Sessions:	Days:	Sessions:	Days:
Total Unauthorised	Sessions:	Days:	Sessions:	Days:	Sessions:	Days:
Time off Requested	Sessions:	Days:	Sessions:	Days:	Sessions:	Days: