



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Before completing the application form, please read these notes carefully:

Holidays during term time

Parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (pupil registration) (Wales) Regulations 2010, Head Teachers have discretion to authorise a holiday of up to 10 days during term time, more than 10 days can only be authorised in exceptional circumstances.

The Local Authority recommends that no holidays are authorised in term time unless for exceptional circumstances.

All requests for holidays must be completed on the schools holiday request form and completed by the parents/guardians.

The Head Teacher will make the decision and may include the following contributory factors:

- Time of year.
- Length of time.
- Overall percentage of attendance.
- Impact on the child's learning.
- Whether the holiday meets the criteria for an exceptional circumstance and adequate proof has been provided.

Criteria for Exceptional Circumstances

- Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentation from the organisation.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- To attend religious festivals or services such as the wedding or funeral of an immediate family member. Proof may be requested
- Other compassionate circumstances e.g. family illness or family crisis. Proof may be requested.
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issues. Evidence must be provided from a qualified professional such as a doctor.
- Where there are other factors which the Head teacher may consider exceptional circumstances, this may be referred to the Local Authority for advice.
- It should be noted that financial consideration are not deemed exceptional circumstances.

Holiday in term time request

Section A

To be completed by the Parent/Guardian before the holiday is booked or at least 4 weeks in advance if for other circumstances.

Name of Child:	Class	dob	Address	Tel no.
1.				
2.				
3.				
4.				

Holiday dates: (including possibility of late flight arrivals if possible)

From: to

Destination

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

Reason for holiday during term time: (Proof may be requested)

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Declaration:

I understand that this holiday request may be authorised or not authorised and the Head Teacher will use his/her discretion in making the decision based on my child's circumstances. If the Head Teacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead ESWTM which will be determined in line with the schools attendance policy. (Please ask for a copy at school or see the schools website)

Parent/Guardian

Section B

To be completed by the Head Teacher within at least 2 weeks from the request.

Reasons for refusal to authorise absence

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Reasons for authorising

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The Head Teacher has authorised/unauthorised (* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate.

Signed

Green	100%	Not missing any lessons.
	99%	Missing about 10 lessons.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.