



Ysgol Gynradd Penygawsi Primary School

Holiday Request Form 2019

Our aim is to improve children's school attendance and make sure that they get the best chance in education.

Parents/carers have a legal duty to make sure your child attends school regularly and punctually. The school is legally bound to monitor attendance of all children and report to the Local Authority.

Statistical evidence suggests that reduced attendance at school correlates with lower grades in National test.

At Penygawsi, a holiday absence will only be considered when;

- Pupil attendance over 95% for the preceding 12 month period at the point of requesting the holiday;
- Parent or child experiencing a life limiting illness that requires them to go on holiday at that time and not during a school holiday period;
- The holiday absence requested does not exceed the 10 days within an academic year.

A holiday request will not be authorised in term time:

- During any testing/assessment or examination period;
- During September whilst a pupil settles into their new class;
- Where attendance is below 95% upon application for a holiday;
- If the period of leave from school will have a negative impact on the pupil's learning;
- If the holiday request exceeds 10 days within the academic year;
- If the school has concerns about a pupil's attendance e.g. regular lateness, pattern absence

To comply with The Education (Penalty Notices) (Wales) Regulations 2013, Penygawsi Primary School will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school. It remains the discretion of the head teacher to authorise absences in line with The Education (Pupil Registration) (Wales) Regulations 2010 attendance codes and supplementary guidance provided by the local authority.

Dear Mrs Harries

I have read and understand the school's and LA policy on holiday absence. I request permission to withdraw my child from school to take them on holiday as detailed overleaf.

Name of parent/carer: _____

Signed: _____



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This form is to be completed by the parent or guardian and forwarded to the school office at least 4 weeks prior to the absence from school.

CHILD'S NAME: _____

CLASS: _____

CHILD'S NAME: _____

CLASS: _____

Holiday date:

From: _____ to : _____

Number of school days lost:

Destination: _____

Reason why the absence has to occur during term time:

Name of parent making the request: _____

Contact number: _____

Your child's current attendance is

Number of school days lost for holidays during this academic year :

Holiday request authorised:

Holiday request unauthorised:

This absence will be referred to the LA to make a formal request for a fixed penalty notice to be issued.

Signed : _____ Headteacher Date: _____