



Leave of Absence Request Form 2024/25

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 tests, assessments and qualifications.

A holiday absence will only be considered for:

Families of serving armed forces

Parent or child experiencing a life limiting illness or acute trauma

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

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, Maesybryn 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 Mr Roberts,

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/carers _____

Signed _____

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*This form is to be completed by the parent/carer and forwarded to the School Office **TWO weeks** prior to the period of absence required. Please remember to sign form over leaf.*

The local authority and school strongly advises parents that pupils should not take holidays in term time. Approval of absence is entirely at the discretion of the school. Please do not assume that your holiday request will be authorised - each request will be considered on its own merits and may be unauthorised.

I would like to request that:

Child's Name	Class/Year	Date of Birth		

Leave of Absence / Holiday Dates:

From	To	No of school days lost

Reason why the absence has to occur during term time

Name of parent/carer making request	
Email Address	
Date of Application	

School Use only

Date application Received:

Child's Name	Attendance	Holidays taken	Sickness	Other	Authorised	Unauthorised	Fixed Penalty
	%	Days	Days	Days	Days	Days	Y/N

Head Teacher – Mr Roberts

Sign:

Date:

Heads Comment

Entered on Sims

Emailed parent

