

Application for pupil leave of absence during term time

Please complete and return to school

Please note: taking your child out of school during term time could be detrimental to your child's educational progress. Any requests of term-time absence should be made to the school **at least one month in advance**.

Welsh Government policy is that parents should not normally take pupils on holiday during term time and by doing so you may incur a FIXED PENALTY NOTICE for each pupil.

Each request will be considered individually and take into consideration factors such as the pupil's age, the timing of the proposed holiday and the overall attendance pattern of the pupil.

Name of pupil(s): _____ Class(es): _____

First day of absence: ____/____/____ Last day of absence: ____/____/____

No. of school days: _____ Please see the info below regarding absence exceeding 20 days

Reason why leave of absence is necessary during term time: _____

I am aware that if my child does not return to school after 20 days of continuous absence they will automatically be removed from the school and I will have to reapply on my return to Cardiff. I understand school cannot guarantee re-admittance in this case.

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I understand that failure to return to school on the agreed date will mean the school will commence Children Missing Education enquiries that may involve local authority investigation

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If attendance is less than 92% and leave is for longer than 5 days or more the school may request a fixed penalty notice. If absence is above 10 days a fixed penalty notice request may be requested regardless of the level of my child's attendance.

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Parent or Carer signature: _____

Print name: _____ Date: _____

SCHOOL TO COMPLETE:

Attendance at time of holiday request	Attendance this academic year: (%)	Attendance last academic year: (%)

PERMISSION GRANTED (Authorised absence – H)	
PERMISSION NOT GRANTED (Unauthorised absence – G)	

Reason: _____

Head/Deputy signature: _____ Date: ____/____/____