



ALL SAINTS C/W PRIMARY SCHOOL

HOLIDAY ABSENCE REQUEST FORM

Dear Parents/ Carers,

Leave of absence during term time will be discouraged. Parents and carers do not have the automatic right to withdraw their children from school for an annual holiday and will be reminded of the effect that absence can have on a pupil's potential achievement. The Governing Body of the school have decided to issue fixed term penalty fines this year. School work however will have to be undertaken during the holiday and attendance for the 12 months prior to the holiday will have to be considered. Please complete this form prior to booking your holiday and return to Mr Camilleri, Head of School or Mrs Cook, Executive Headteacher.

The school must be informed of all absence from school and will monitor persistent lateness. Concerns regarding attendance, unauthorised absence and persistent lateness will result in the issuing of fixed penalty notice. Please work with us as you have done over the years to ensure that this doesn't happen at our school. The school's governing body will review our procedures and attendance rates on an annual basis. We will also have to respond to Welsh Government guidelines.

PARENTS TO COMPLETE

Name of Pupil

Class

First Day of
Absence

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Last Day of
Absence

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Reason for leave of absence during term time:

Signed:

Date:

SCHOOL CONTACT

02920 735106

allsaintsprm@cardiff.gov.uk

All Saints C/W Primary
School,
Ael-y-Bry,
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EXECUTIVE HEADTEACHER

Mrs C Cook

HEAD OF SCHOOL

Mr M Camilleri

SCHOOL TO COMPLETE

Attendance at time of holiday request	% Attendance for past 12 months	% Authorised absence for past 12 months	% Unauthorised absence for past 12 months	Times late in last 12 months

For School Use Only

Absence authorised

YES

NO

Current attendance (%):

Reason if NOT authorised:

Signed:

Date:

ABSENCE EQUIVALENT TABLE

Attendance at the end of the year	Days missed from school
100%	0
99.50%	1
97.40%	5
95%	10
90%	19
87%	24
85%	28
80%	38
75%	47
70%	57
60%	76
50%	95
40%	114