

Llansannor & Llanharry Church in Wales Primary School

Acting Headteacher: Mrs S. Davies



PARENTS REQUEST FOR A GRANT OF LEAVE OF ABSENCE FROM SCHOOL TO GO AWAY ON HOLIDAY IN SCHOOL TERM TIME

Parents wishing the school to consider granting leave of absence during term time should read these notes carefully before completing this form and sending to the Headteacher.

1. The form must be returned well before the desired period of absence. At least 3 weeks prior.
2. Holiday plans should not be finalised until permission has been granted by the Headteacher.
3. By law there is no automatic right to leave of absence during term time. The LA nor the school regard the granting of up to 10 days leave of absence in any one year as any kind of norm.
4. Welsh Government and the LA policy is that family holidays should not be taken in term time unless under exceptional circumstances.
5. Each case will be considered individually and on its own merits. In considering a request the school will take account of:-
 - Special or exceptional circumstances giving rise to the request
 - The age of the child
 - The stage of the child's education and progress and the effects of the request on both elements.
 - The child's overall attendance
 - The nature of the trip

To the Headteacher of Llansannor & Llanharry CiW Primary School

I request consideration of a grant of leave of absence from school during term time for:

My child(ren) Year(s)

For the period from (date) to (date) No. of school days missed

The exceptional circumstances and reasons for this request are:

.....

.....

.....

Signature of Parent/Carer:..... Name:....., Date

Please return the completed form to the school office.

The school will inform you of the decision as to whether or not the request has been authorised.

For Office Use Only

Current Attendance.....% Last Year's Attendance%

No. school sessions taken as leave during term time(this academic year) Agreed/Not Agreed

Request for leave of **absence is agreed/is not agreed** for the above pupil(s) as outlined above.

Signed by Headteacher Date

Parent/Carer notified of decision (Date)

