

ST BRIDES MAJOR CHURCH IN WALES PRIMARY SCHOOL

HOLIDAYS IN TERM TIME

A request for Leave of Absence

Thank you for requesting a Leave of Absence form. Please complete this form and return it to school as soon as possible before your intended holiday.

All applications for holidays will be granted as unauthorised leave and may result in a referral to the Education welfare Officer and a Fixed Penalty Notice.

Parents are legally responsible for ensuring their children receive education in accordance with section 7 of the Education Act 1996 and if on a school roll that they regularly attend school.

If you should be planning a holiday in term time, I would ask you to consider the following:

* Holidays should be avoided during term time especially if your child is preparing for their assessments in school.
* The effect of absence on your child’s learning and development.
* No homework is provided for unauthorised absences.
* If possible, take holidays during school holiday times or use the inset week.
* Your child returns to school promptly on your return from the holiday.

I request that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name) be given unauthorised leave of absence to go on holiday.

First day of absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last day of absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special circumstance to be taken into consideration that may result in the absence being authorised eg, close family wedding or funeral.

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Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent / guardian) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_ (Head Teacher)