



"Together we care, share and achieve"

Llanhari Primary School

Holiday Notification Form

This form is to be completed by the parent/carer and forwarded to the School Office **not less than one week** prior to the period of absence required. The school strongly advises parents that pupils should not take leave of absence for holidays in term time. ***All absences for holidays will be initially unauthorised at the time a holiday is requested.***

Approval of absence will be considered at the time the holiday takes place and is entirely at the discretion of the head teacher and based on a strict set of criteria (see overleaf). **Unauthorised holidays will be subject to a Fixed Penalty Notice.**

I would like to request that:

	Full Name	Date of Birth	Class
Child 1			
Child 2			
Child 3			
Child 4			

Home Address	

be granted leave of absence from _____ to _____

to participate in a family holiday at _____ (destination).

Number of school days to be taken _____

Name of Parent/Carer: _____

Signature of Parent/Carer: _____

Date: _____

For School Use Only:

- Attendance at the time of the holiday is above 95% for the calendar year up to the date the holiday starts.
- Is NOT more than 10 days in one academic year
- Is NOT in the first week of the new September term
- Is NOT during testing week in May for pupils in Years 2-6
- There have been no exclusions in the previous 3 terms
- The head teacher has used her discretion in special circumstances:

Pupils attendance from _____ to _____ = _____%

Authorised Days:

Unauthorised Days:

Signature of Headteacher: _____

Signature of Chair of Governors/Link Governor for Attendance: _____

Date: _____