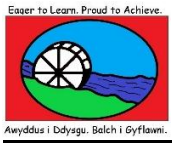

Holiday in term time request

The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of an annual family holiday during term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, must apply for permission in advance.

All Wales Attendance Framework (2011)

Section A

To be completed by the Parent/Carer at least 2 weeks in advance.

Name(s) of Child(ren)	Year Group	Class Teacher	Mobile Contact Telephone Number
1.			
2.			
3.			
4.			

Holiday dates: (including possibility of late flight arrivals if possible)

From: _____ to: _____

Destination: _____

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request may be authorised or not authorised, and the headteacher will use his/her discretion in making the decision based on my child's circumstances. If the headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the school's attendance policy. (Please ask for a copy at school or find one on the school's website)

'Parents should not expect, or be led to expect, that schools will agree to family holidays during term time.'

All Wales Attendance Framework (2011)

Parent/Carer: _____

Relationship to Child: _____

Date: _____

Section B

To be completed by the head teacher within at least 1 week from the request.

Reasons for unauthorising

Reason for Unauthorising	Tick - applicable
1. Previous academic year's attendance – see attached certificate	
2. Number of absences this academic year	
3. Number of unauthorised late marks this academic year	
4. Previous involvement with EWO	
5. Other	

Explanation for the reason being other:

_____

Reasons for authorising

Reason for authorising	Tick - applicable
1. Previous/current academic year's attendance – see attached certificate	
2. Compassionate reasons, ie bereavement or wedding	
3. Other	

Total amount of sessions/days authorised/unauthorised

	Sessions	**Days**
Total Authorised		
Total Unauthorised		
Total Number of Sessions / Days Requested		

I, as headteacher, authorise/unauthorise (* delete) the following holiday request for the reasons specified above. Please see attached attendance registration certificate.

Signed:_____

Headteacher

A copy will be retained on file for our records.