



Ysgol Rhosnesni Application for Holiday Leave during term time

Holidays in Term time for students are strongly discouraged. The Headteacher does have the discretion to grant a minimum of 10 days holiday in any academic year, however these 10 days are not an entitled allocation. Any such authorisation for a holiday taken in term time will only be considered in exceptional circumstances, for which supporting evidence must be provided. All such evidence must be received by the school at least 4 calendar weeks prior to the start of the intended holiday. All requests must be submitted using this application form for Holiday Leave During Term Time. Permission for authorised holiday leave will only be granted at the discretion of the Headteacher. The school reserves the right to recommend the Local Authority to issue, to those parents who ignore the school's refusal to authorise holiday absences, a Fixed Term Penalty Notice.

Should parents persist in taking a child on holiday when the application for this has been refused by the school, the absence will be marked 'unauthorised' and may result in a Fixed Term Penalty issued by the Local Authority.

Name of pupil: _____ Form group: _____

Dates of holiday leave requested:

Day and date of first day of absence from school. _____

Day and date of last day of absence from school. _____

Total number of school days absent _____

Brief explanation of reason why holiday leave is being applied for:

Signed: _____ Print Name _____

School Response - Original to be placed in Student's file, copy to be sent to parent.

Attendance %: _____

Number of absences:

Authorised: _____ Unauthorised: _____ Medical: _____

Approved: Yes/No (Please delete as appropriate)

Reason given for refusal _____.

Headteacher's signature _____ Date _____.

Code entered on SIMS _____