

Request for Leave in Term Time from School

Parents wishing to request a leave of absence in school term time please note:

- There is no automatic entitlement to any leave in term time therefore parents must seek school's permission before taking their child out of school.
- School will only authorise the absence if there are exceptional reasons for taking the leave in term time.
- School will require parents to fill in a leave request form prior to booking any holiday and/or attend a meeting in school.
- When considering a request for holiday during term time the following are taken into consideration - the exceptional circumstances stated; the age of the child; the stage of the child's education and progress and the effects of the requested absence on both elements; the overall attendance pattern of the child; time of year (pupils on examination courses will not normally be granted leave of absence);
- there may be occasions where, even in exceptional circumstances, your child's school may not agree leave:
- Ysgol Gynradd Gymunedol Llanilar will consider every request for leave individually.
- Where parents have children in more than one school a separate request must be made to each school. The Head teacher at each school will make their own decision based on the factors relating to the child at their school.

Parents need to consider very carefully before making any request for leave of absence the effect an absence would have on their child's education and continuity of learning.

Reasons why you should not take your child out of school in term time:

- Evidence shows that even small amounts of absence from school can affect your child's progress and attainment.
- The education of your child could be disrupted both prior to and after any leave, causing them to fall behind and struggling to catch up.
- For every week of school a child misses, they lose 25 hours of education which can never be regained.
- Approximately every 6 weeks your child gets a holiday from school, therefore you should use this time to take your child on holiday.

Request for Leave in Term Time from School

Please complete the request form below and send to the Head teacher at least **four weeks** before the departure date to allow sufficient time for appropriate consideration. Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event, the request form must be received by school.

To: Head teacher of Ysgol Gynradd Gymunedol Llanilar

Date:

I request permission for leave in term time from school for my child/children:

Full name:		
DoB:		
Period of absence		
From (date):		
To (date):		
Number of school days:		
My child will be accompanied during the leave by:	Name parent/guardian	
	Name parent/guardian	
The exceptional circumstances and reason for this request are:		

If you have other children in the family of school age, please give details:		
Name	DoB	School
Name	DoB	School
Name	DoB	School

	PARENTAL DETAILS	
	Parent / guardian 1	Parent/guardian 2
Name of parent/guardian:		
Relationship to pupil:		
Landline		
Mobile		
E-mail		

Please return the completed form to Ysgol Gynradd Gymunedol Llanilar will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Head teacher.

For Office Use Only	
Date request received by school:	
Current attendance %	Unauthorised absences %
Last year's attendance %	Unauthorised absences %
Number of school sessions previously taken as leave in term time:	
Siblings in other schools confirmed:	Yes / No If yes what action are other schools taking?
Leave in term time:	Agreed or not agreed (please delete as appropriate) Coding: H – agreed family holiday (authorised absence) F – agreed extended family holiday (authorised absence) G – family holiday (not agreed or in excess of agreement – unauthorised absence)
Signed:	
Job Title:	
Date:	
Notification of decision sent to parent & date sent:	
Any additional information:	

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