



Archesgobaeth Caerdydd a Chyngor Bwrdeistref Sirol Penybont-ar-Ogwr  
Archdiocese of Cardiff and Bridgend County Borough Council

Ysgol Uwchradd Gatholig Archesgob McGrath  
Archbishop McGrath Catholic High School

Headteacher : Mrs A Keller BA Hons MA NPQH  
Tel : (01656) 815500  
Fax : (01656) 669952  
E-Mail : archmcgrathrc@bridgend.gov.uk

Oak Tree Way  
Brackla  
Bridgend  
CF31 2DN

Our Ref: AK/ZB

Dear Parent / Carer

### Application for Holidays in Term Time

Our own examination data analysis in school, and national research papers, show that non-attendance at school has a significant impact on outcomes for learners. The minimum level of attendance for students to be successful is 95% but clearly 100% attendance is the target. Learners cannot learn if they are not in school. Please do not let students miss school except for serious medical reasons.

So, it is with great reluctance that I give permission for holidays in term time. If there is no alternative for the application you are making, please return the completed form (below) and return it to the school **at least two weeks** before your intended holiday.

Yours faithfully

A Keller (Mrs)  
Headteacher

### Application for Leave of Absence for Annual Holiday

Name of student: ..... Year: ..... House: .....

Please explain nature of leave: .....

Date leave begins: ..... Date leave ends: .....

Signature of Parent/Carer: ..... Date: .....

### School Use Only

Date form received: ..... Attendance percentage: ..... Previous allocated leave: .....

Leave authorised: Yes:  No:  Signature: .....

Comments: .....

Notification sent: (text/email date): ..... Absence updated: .....