



## Bridgend Faith School Cluster

### 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 this holiday request may be authorised or not authorised, and the headteacher will use his 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: \_\_\_\_\_



## Bridgend Faith School Cluster

### Section B

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

#### Reasons for not authorising

| Reason  | Tick if 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:

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#### Reasons for authorising

| Reason  | Tick if 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 / do not authorise (\* delete) the 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.