



PARENTS REQUEST FOR ABSENCE DURING TERM TIME

Before applying to take a term time absence please consider the following:

Ongoing low attendance is a factor often linked to low levels of academic success and can have a serious impact on opportunities later in life. Children who are absent from school in term time will miss out on important learning opportunities – educational experiences missed cannot be re-captured later. Your child's teacher will not be able to go back over everything your child has missed.

For holidays: Please note that **there is not an automatic right to withdraw pupils from school for a holiday** and this form, if it is a request for that purpose, is merely your request for permission. **WG guidance states that schools cannot authorise holidays retrospectively.**

Should your child accumulate a level of unauthorised absence which brings their attendance below 90% during the year, the Local Authority may (depending on the circumstances) issue a Penalty Notice or commence formal prosecution for failing to secure regular attendance at school. The full details of the Penalty Notice scheme can be requested from Pembrokeshire County Council.

Section A

THIS SECTION MUST BE COMPLETED BY THE PARENT/CARER AND THIS APPLICATION FORM FORWARDED TO SCHOOL AS EARLY AS POSSIBLE BEFORE THE ABSENCE – IDEALLY AT LEAST TWO WEEKS BEFORE.

Names of Pupils:

1. Class.....

2. Class.....

3 Class

Names of Pupils in any other school:

4..... School Name.....

Absence dates: From..... To..... Number of day absent.



Holiday address/contact details (for children protection procedures)

Is there a sibling(s) from another school who will also be absent for the same reasons. If so provide name of siblings and school attended.

My view, reasons and the purpose for requesting a term time absence are (please continue on separate sheet(s) if required).

Signed:.....Parent/Carer
Date.....

If the pupil/s do/does not return by the agreed date they are at risk of losing their school place/s and they may be removed from the school register in accordance with the admission guidance Education (Pupil Registration) (Wales) Regulations 2010 section 4. Failure to return on the agreed date may also prompt welfare concerns; a child who goes missing from education may be considered to be at risk of significant harm. Any such concerns will immediately be referred to the statutory authorities for consideration,

DateReceived by school.

SignedHeadteacher

Please return to the school office