



Headteacher: Mr. N. Craven-Lashley B.A. Ed. (Hons) NPQH
Deputy Head: Mrs. R. Edwards B.A. Ed. (Hons)
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Holiday/Absence Request Form



Section A - To be completed by Parent/Guardian at least 7 days in advance of the release time requested

Holiday dates from to

Number of school days which require authorisation.....

(N.B: A maximum of 10 school days per child in any one academic year may be authorised by the Head Teacher)

Parent/Carer to complete			School to complete	
	Name	Class	Attendance % this year so far	Holiday absences?
Child 1				<input type="checkbox"/> yes <input type="checkbox"/> no
Child 2				<input type="checkbox"/> yes <input type="checkbox"/> no
Child 3				<input type="checkbox"/> yes <input type="checkbox"/> no
Child 4				<input type="checkbox"/> yes <input type="checkbox"/> no

Due to child protection procedures please supply the address your child(ren) will be staying at during his / her absence from school and a contact telephone number.

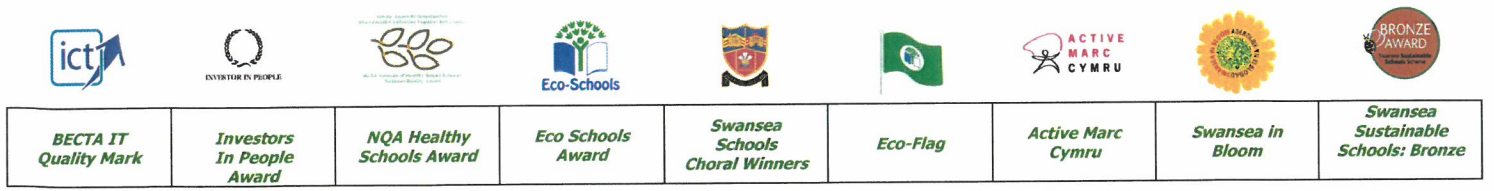
Holiday Address :

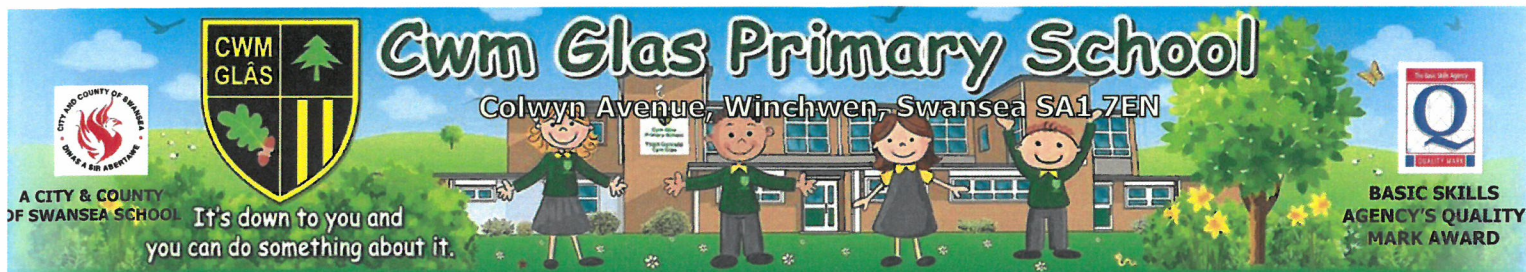
.....

.....

Contact Telephone No:

Signed..... Date.....





Visit us...



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SECTION B - To be completed by School

Number of previously requested holiday dates:

Your request for authorisation of the above holiday period during term time:

- ☐ has been authorised
- ☐ has not been fully authorised as it exceeds the time the school may allow
- Of the period requested..... days will appear as 'unauthorised absences' on your child's end of year report
- ☐ has not been authorised as:
- Your child(ren) already has/have more than 10% absences this year
 - Your child(ren)'s attendance over an extended period is already unacceptably low

Please note that:

- ☐ No tests will be administered during the period requested above
- ☐ During the period requested above the annual Special Educational Needs Audit for the county will be taking place and we recommend that your child be present
- ☐ During the period requested above our annual standardised tests will be taking place and we recommend that your child be present

A completed copy of this form will be returned to you so that you may maintain a record of your holiday requests at home.

Signed..... Head Teacher Date.....



**BECTA IT
Quality Mark**



**Investors
In People
Award**



**NQA Healthy
Schools Award**



**Eco Schools
Award**



**Swansea
Schools
Choral Winners**



Eco-Flag



**Active Marc
Cymru**



**Swansea in
Bloom**



**Swansea
Sustainable
Schools: Bronze**