



Holiday in term time request – Oldcastle Primary School

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 in advance of the request.

Name(s) of Child(ren)	Date of birth	Year Group	Class Teacher
1.			
2.			
3.			

Holiday dates: (including the possibility of late flight arrivals if possible)

From: _____ to: _____

Date returning to school: _____

Destination / Reason for leave request: _____

Number of days requested: _____

Cancellation of late / after school club required: _____

Declaration:

I understand that this holiday request may be authorised or not authorised, and the Deputy Headteacher will use her discretion in making the decision based on my child's circumstances. If the Deputy 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 to be in line with the school's attendance policy. (Please ask for a copy at school or find one on the school's website)

Parent/Carer: _____

Relationship to Child: _____

Date: _____



Section B

To be completed by the Deputy Headteacher.

Reasons for Unauthorising

Reason for Unauthorising	Tick - applicable
1. Previous academic year's attendance	
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:

Reasons for authorising

Reason for authorising	Tick - applicable
1. Previous/current academic year's attendance	
2. Compassionate reasons	
3. Other	

Total amount of sessions/days authorised/unauthorised

Current attendance (%)	Child 1	Child 2	Child 3
	Sessions	Sessions	Sessions
Total Authorised			
Total Unauthorised			
Holidays/ leave requested this academic year			
Total Number of Days Requested			

I, as Deputy Headteacher, authorise/ unauthorise the following holiday request for the reasons specified above.

Signed: _____ Date: _____

(A copy will be retained on file for our records)