



Tonyrefail Cluster Holiday Notification

This form is to be completed by the parent/carer and submitted no less than one month prior to the period of absence required. The Local Authority and the school strongly advise against taking holidays in term time. Approval of absence is entirely at the discretion of the school. Please do not assume that your holiday request will be authorised - each request will be considered individually, on its own merits and may be unauthorised.

All absences for holidays will be unauthorised at the time the request is made.

If on the day of return the pupils' attendance for the last academic year falls below the Welsh Government target of 95% then a fixed penalty notice may be requested by the Headteacher.

I would like to request that

	Full Name	Date of Birth	Class
Child 1			
Child 2			
Child 3			
Child 4			

Home Address

be granted leave of absence fromto.....
to participate in a family holiday to.....(destination).
Number of school days missed

Please take into account the following information when considering this request

I will also be requesting this holiday for my other child(ren).....
who attendSchool.

Name of Parent/Carer Signed.....
Date

School Use Only:

Authorised Days..... Unauthorised Days Signed
Date.....
Signed Governor for Attendance