



YSGOL SAN SIÔR

Church Walks, Llandudno, Cymru. LL30 2HL

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Pennaeth/Headteacher: Mr Carl Fitter B-Ed (Hons) NPQH

Pob Plentyn, Pob Cyfle, Pob Dydd

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL

If you consider you have to take a holiday in term time, and that you have exceptional circumstances, please complete this form and return to the school at least one week before the date you wish to remove your child from school.

Pupil Name :

Class :

First day of absence :

Date of return :

Total days :

Type of absence (eg holiday; family wedding; moving home etc) :

Reason for absence: Detail why this absence cannot be avoided in term time.

How will you ensure your child catches up on their missed learning? (Eg – what steps will you take whilst away from school to continue quality learning?)

In the case of an unauthorised holiday, the Local Authority will be notified of the holiday taken and a Fixed Penalty Notice could be considered. Please note that such a Penalty could be issued to each parent for each child taken out of school. A Fixed Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 28 days. Thereafter, if the Penalty remains unpaid this will result in legal action being instigated in the Magistrates Court under Section 444 of the 1996 Education Act.

Important – The school will not authorise any request for absence where the preceding twelve months attendance rate is below 95% unless there are very exceptional circumstances detailed in the request above.

Name of Parent/Carer making application

Contact details :

Date :

School use only

Date received :
12 month attend :

%

Date responded:
AUTHORISED

UNAUTHORISED