



Ysgol Tŷ Ffynnon  
**APPLICATION FOR LEAVE OF ABSENCE  
FOR A SCHOOL PUPIL FOR AN ANNUAL FAMILY HOLIDAY**

**Important Information for Parents / Carers**

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record
- Requests for leave of absence should be sent to school **no less than 4 weeks** prior to the start of the holiday
- Any requests for extended leave, i.e. more than 10 school days, will result in an interview with the Headteacher
- This form **MUST** be completed by parents / carers before requests will be considered

I wish to apply for leave of absence from school to be granted to:

Name of Child: ..... Class: .....

Dates of proposed absence: From ..... To: .....

Reason for proposed absence: .....

Total days requested on this occasion

Total days taken previously this academic year

Signature of Parent / Carer: .....

*For School Use Only*

*Timetable checked?*

*Class Teacher Consulted?*

*Previous Holiday Checked?*

*Attendance %?*

*Interview Offered to Parent / Carer? Yes / No*

*Date: .....*

*Authorised? Yes / No ..... (Headteacher)*

*Date: .....*

**N.B. REGULATION 12 OF SCHOOLS REGULATIONS 1981 states:**

1. In pursuance of arrangements made by the Governing Body, on application by the parent, or other person having charge of a pupil, he / she may be granted leave of absence from school to enable him / her to go away on an annual family holiday.
2. **Except in exceptional circumstances**, a pupil shall not in pursuance of this Regulation be granted more than two weeks leave of absence per academic year
3. If the LEA has begun legal proceedings for absenteeism then a holiday should **NOT** be authorised.