



Holiday / Medical Form Request

Dental / Medical Appointment Advice

Holidays during term –time – The Welsh Assembly Government strongly discourages the taking of holidays during term-time. However, should you have no alternative than to do so, the Head Teacher can be asked to authorize your child's absence for **no more than ten school days during each academic year.**

Name of Pupil _____

In Class _____

Requests Authorisation to be absent from school (**other than holiday**)

From: _____ **To:** _____

Reason For Absence: _____

Total number of school days absent: _____

Holiday Request (Maximum of 10 school days allowed)

Owing to my being on annual holiday, I am requesting authorisation for _____ days term time holiday for my child- _____

Important Information

Please advise how many days off you have requested since September 2016. _____ Days Requested.

Please Ask the Class Teacher to complete this section and sign it before presenting the form to Mrs. T. Croston for Authorisation. Thank you.

Before authorising any holiday, the Head Teacher will look at your child's attendance record before considering your application.

Please be aware that it is at the Head Teacher's discretion as to whether a holiday request during term time will be granted. A holiday during term-time will not be automatically authorised and could be recorded as an unauthorised absence on the child's report.

Please remember that this form must be completed and returned to Mrs Tamasine Croston **BEFORE** the start of your holiday and **NOT AFTER.**

Signature of Parent or Guardian _____

Signature of Head teacher _____

Date _____