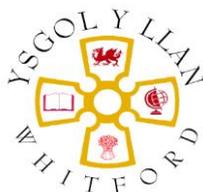


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Mr. B. Griffiths BA (Hons) NPQH  
Pennaeth/Headteacher  
<http://www.ysgolyllan.co.uk>

*Growing and Learning Together through Faith, Friends and Fun*

## APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR PARENTAL HOLIDAY

All applications for holidays in term time will be considered on an individual basis as parents do not have an automatic right to withdraw their children from school for holidays. School cannot agree to a child missing more than 10 days for a family holiday in any school year. School does not agree to children missing more than 3 weeks of education (i.e. under 92% attendance). If the school does not grant a leave of absence and the child still goes on holiday, the absence will be recorded as an **unauthorised absence**.

The Head Teacher will consider the following points before authorising leave:

1. The child's previous attendance history (over the previous 12 month period)
2. The age of the child(ren)
3. The child's stage of education
4. The time of year (Teacher Assessments)
5. The nature of the trip (An exceptional experience)
6. Holiday already taken/granted within the academic year
7. Where the parents are restricted in terms of leave from their employer

Full name of child and class: \_\_\_\_\_

Reason for application:  
\_\_\_\_\_

Dates of holiday: From: \_\_\_\_\_ To: \_\_\_\_\_

Signature of parent/carer: \_\_\_\_\_

Dated: \_\_\_\_\_

Office use only

Request seen by Head Teacher Y / N

Current Attendance:

Approved Y / N

*\*This is subject to review closer to the day(s) of leave*



*Cyfeirier pob gohebiaeth at y Pennaeth  
Please address all communications to the Headteacher*

**Ysgol y Llan VA Primary School, Whitford  
Holiday Authorisation Calculation Chart**

**Name of Pupil** .....

The merits of each individual request should be evaluated by providing answers to ALL the following questions and scoring accordingly.

*(\*Where the holiday already taken in the current academic year exceeds the DfES guideline "i.e. maximum of 10 days in any academic year", any further requests should NOT be authorised.)*

*(\*Where pupil's attendance over the last 12 months falls below 92% - i.e. already missing more than 3 weeks of education, any further requests should NOT be authorised.)*

	<b>POINTS POSSIBLE</b>	<b>POINTS</b>
When is the holiday planned for?	September = 2 points May test period = 2 points Assessment Weeks = 2 points (usually October & March) Other dates = 1 point	
Pupil's current attendance level over the previous 12 months is <input type="text"/> % <i>*This is subject to review closer to the day(s) of leave*</i>	Less than 91.9% = 8 points 92%-94.9% = 4 points 95%-97.9% = 2 points Over 98% = 0 points	
How close is the pupil to a Teacher's End of Year Assessment?	Up to 8 weeks = 2 points 9-16 weeks = 1 point More than 16 weeks = 0 points	
How much holiday leave has already been authorised in current academic year?*	10 or more = 8 points 5 to 9 days = 2 points Up to 4 days = 0 points	

**SUB TOTAL:**

*Any special mitigating circumstances/aspects of the holiday which can be classed as part of that pupils curriculum requirements (& work set to satisfy these) or other exceptional circumstances (as judged by the HT) as below:*

Subtract 2 points from sub total

**Details of mitigation:**

**TOTAL:**

Leave for family holiday where the total is 8 or more **should NOT be authorised.**

The only exception to the above may be where there are, in the opinion of the Headteacher, 'exceptional circumstances'. (Inc. religious and cultural considerations; add comment in mitigation box). If the Local Authority has begun legal proceedings holiday should **NOT** be authorised.

**DELETE WHERE APPROPRIATE:**

**REQUEST APPROVED / REQUEST DENIED**

*\*Subject to review*

Completed by: ..... Date: .....



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Mr. B. Griffiths BA (Hons) NPQH  
Pennaeth/Headteacher  
<http://www.ysgolyllan.co.uk>

## Growing and Learning Together through Faith, Friends and Fun

Dear Parent(s)/Guardian(s)

Thank you for your recent holiday request form.

I wish to inform you that on this occasion I am able / unable to authorise your child's leave of absence from \_\_\_\_\_ to \_\_\_\_\_, for the purpose of \_\_\_\_\_

Requests for holiday leave are never taken lightly and in taking this decision I have considered all points noted in the 'application for leave' form and the impact any leave may have on the child's education and teacher assessments (see overleaf).

In these circumstances, if your child's score (overleaf) totals 8 or more, I will have to mark his/her absences as unauthorised, which I am obliged to do under Welsh Assembly guidelines.

Yours sincerely,

Mr B. Griffiths  
Headteacher

Holidays	Attendance facts
<p>In total there are <b>175 non-school days</b> a year. This gives families the opportunity to:</p> <ul style="list-style-type: none"><li>• Spend time together</li><li>• Go on family visits and days out</li><li>• Gŵ on holiday</li><li>• Go shopping</li><li>• Attend routine appointments</li></ul> <p>Students are not granted leave of absence unless there are exceptional circumstances.</p> <p>Any such absences are at the discretion of the Headteacher.</p> <p>Taking a holiday during term time, seriously affects your child's attendance and in turn their attainment.</p> <p>If an unauthorised holiday is taken, this may result in a Fixed Penalty Notice being served.</p> <p><b>Attendance should be a priority. If there are any problems please contact school immediately.</b></p>	<p>If your child/ren attend school <b>100%</b> they will be able to make the best of all the opportunities available to them.</p> <p>Children who have <b>very good attendance</b> are more likely to gain <b>5 or more A* - C GCSEs</b> or equivalent qualifications.</p> <p><b>91.1% attendance = missing 17 days</b> of school in <b>one</b> year.</p> <p>Missing <b>17 days</b> a year also means dropping <b>1 GCSE grade</b> (on average).</p> <p>Children with <b>poor attendance</b> are less likely to gain <b>5 A* - C GCSEs</b>.</p> <p><b>82.1% attendance = missing 34 days</b> of school in <b>one</b> year.</p> <p><b>Poor attendance will have a serious impact on education, work ethic and life chances.</b></p>

A student who ends the school year on **90% attendance** will have **missed four complete weeks** of school.

**90% over 5 years** at secondary school equates to **half a school year**.

**Under 92%**  
Missing more than **3 weeks** of education

**Under 95%**  
Missing in excess of **two weeks** of education

**100%**  
Not missing any lessons during term time

**Red Light**  
A serious loss of learning which is likely to have a detrimental effect on your child's **Achievement and Life Chances**.

**Amber Light**  
Absent from the classroom for up to three weeks and the loss of a significant amount of education.

**Green Light**  
Present for all lessons activities and social time

When possible please make medical and dental appointments outside of school hours

[www.flintshire.gov.uk](http://www.flintshire.gov.uk)

Please see relevant/useful information provided from Flintshire County Council.



Cyfeirier pob gohebiaeth at y Pennaeth  
Please address all communications to the Headteacher

**Ysgol y Llan VA Primary School, Whitford  
Holiday Authorisation Calculation Chart**

**Name of Pupil** .....

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