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**"Everyone Matters" - "Mae Pawb Yn Bwysig"**

Dear Parent / Carer

**LEAVE OF ABSENCE/HOLIDAY REQUEST**

Leave of absence during term time will be discouraged. Parents and carers do not have the automatic right to withdraw their children from school for an annual holiday and will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; parents/carers must apply no more than one week in advance. Parents/carers are advised that A Fixed Penalty Notice (FPN) may be issued by the Local Authority when permission for a holiday or leave of absence has not been authorised by the school. For more detailed information please refer to The Local Authority's Local Code of Conduct.

Attendance at the end of the year	Days missed from school
100%	0
99.5%	1
97.4%	5
95%	10
90%	19
87%	24
85%	28
80%	38
75%	47
70%	57
60%	76
50%	95
40%	114

**HOLIDAY ABSENCE REQUEST**

Name of pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Attendance at time of holiday request	% Attendance for past 12 months	% Authorised absence for past 12 months	% Unauthorised absence for past 12 months	Times late in last 12 months

First day of absence 

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Last day of absence 

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Reason for leave of absence during term time: \_\_\_\_\_

Contact telephone number:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*(Parent / Guardian)*

***For School Use Only***

*Absence authorised*

YES

NO

*Current attendance (%):*

*Signed:* \_\_\_\_\_

*Reason if NOT authorised:*

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