



**HOLIDAY FORM
DERWENEG PRIMARY SCHOOL**

The Governing Body discourages parents and guardians from removing their children from school for a family holiday during term time, as it recognises the vital importance of regular attendance to a child making good progress at school.

However, in some circumstances, where the situation is unavoidable, the Head teacher can authorise a maximum of 10 days absence in one academic year, for holidays. This is providing that the child's attendance is **above the school's current whole school target of 95%**. Holidays taken when absence is below this level or in excess of 10 days will be marked as unauthorised absences.

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.

If you must take your child/children on holiday during term time, please complete and return this form to the school prior to the holiday.

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ABSENCE REQUEST

Name of child/children:.....Class.....

First day of absence.....Last day of absence.....

Reason for absence during term time:

Contact telephone number.....

Signed:..... Date:.....
(Parent/Guardian)

For School use only

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

Absence authorised **Yes** **No**

Current Attendance (%)..... Signed.....
(Headteacher)

Reason if NOT authorised.....