



**Holiday during term time request- St Peter's CiW Primary School, Rossett**

Parents/guardians do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (pupil registration) (Wales) Regulations 2010, Head Teachers have discretion to authorise a holiday of up to 10 days during term time, more than 10 days can only be authorised in exceptional circumstances. Parents/guardians are advised to complete this request form before booking holidays. Please note the school's attendance policy can be accessed in full from the school website.

**The Local Authority recommends that no holidays are authorised in term time unless for exceptional circumstances.**

All requests for holidays must be completed on the school's holiday request form and completed by the parents/guardians.

The Head Teacher will make the decision and may include the following contributory factors:

- Time of year. Length of time.
- Overall percentage of attendance.
- Impact on the child's learning.
- Whether the holiday meets the criteria for an exceptional circumstance and adequate supporting information has been provided.

**Criteria for Exceptional Circumstances**

- Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentation from the organisation.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- To attend religious festivals or services such as the wedding or funeral of an immediate family member. Supporting information may be requested.
- Other compassionate circumstances e.g. family illness or family crisis. Supporting information may be requested.
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issues. Supporting information must be provided from a qualified professional such as a doctor.
- Where there are other factors which the Head teacher may consider exceptional circumstances, this may be referred to the Local Authority for advice.
- **It should be noted that financial considerations (ie availability of a cheaper holiday) are not deemed exceptional circumstances.**

Section A

To be completed by the Parent/Guardian at least 2 weeks in advance of requested holiday.

Name of Child:	Class	Dob	Address	Tel no.
1.				
2.				
3.				

Holiday dates: From ..... until .....

Destination .....

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Reason for requesting a term time holiday- please see **Criteria for Exceptional Circumstances** on page 1

.....  
 .....  
 .....

Number of school days which will be missed  (do not include weekends or school holidays)

Have you requested absence in term time during the last two school years? Please delete as applicable -

Yes  No

If YES, how many school days have been missed?

Name of parent/guardian.....

Signed ..... Date .....

Contact number .....

**Declaration:**

I understand that this holiday request may be authorised or not authorised and the Head Teacher will use his/her discretion in making the decision based on my child’s circumstances. If the Head Teacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead ESWTM which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian .....

Section B

**School Response. Original to be placed in Student’s file, copy to be sent to parent.**

To be completed by the Head Teacher within a week from the request.

**Reasons for refusal to authorise absence** .....

.....  
 .....

**Reasons for authorising** .....

.....  
 .....

The Head Teacher has authorised/unauthorised (\* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate.

<b>Green</b>	100%	Not missing any lessons.
	99%	Missing about 10 lessons. (ie 2 school days in an academic year)
	98%	Missing about 20 lessons. (ie 4 school days in an academic year)
	97%	Missing about 30 lessons. (ie 5 school days in an academic year)
<b>Amber</b>	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
<b>Red</b>	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

<b>Historical Attendance</b>		
Previous Academic Year 2020-2021	Previous Academic year 2021-2022	Current Academic Year 2022-2023

Attendance % for last two terms \_\_\_\_\_ and \_\_\_\_\_ .

Headteacher’s signature \_\_\_\_\_ Date \_\_\_\_\_.

Code entered on SIMS \_\_\_\_\_