Caerleon Comprehensive School | Ysgol Gyfun Caerllion

Headteacher | Pennaeth Mrs L Purcell, MA, NPQH

Leave of Absence in Term Time Request

STUDENT INFORMATION

Name of Student: _____

Class/Form: _____

First day of absence

☐☐ ☐☐ ☐☐☐☐

Last day of absence

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Reason for absence:
(This is for child pretection purposes, to ensure all students are safeguarded)

_____

_____

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_____

DECLARATION:

I understand that leave of absence/holiday requests will not be authorised, unless there are exceptional circumstances and the Headteacher will use his/her discretion in making the decision. If the Headteacher does not authorise this request, this may lead to an application for a Fixed Penalty Notice to the Local Authority.

A copy of our Attendance Policy can be found on the school website.

Parent/Carer Signature: _____

Parent/Carer Printed
Name: _____

Date: ☐☐ ☐☐ ☐☐☐☐

Schools are open to pupils 190 days of the year which allows 175 days for holidays, rest and non-urgent appointments. Parents/Carers do not have the automatic right to withdraw their child(ren) from school for a holiday and have to apply for permission in advance. Schools are very clear about the effect term time holidays can have on pupils' progress.

Headteacher decision
This request has been considered in line with the cluster policy and WG guidance

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