



Ysgol Gynradd Eglwys yng Nghymru Gwenfô

Gwenfô Church in Wales Primary School

Holiday Request

Following guidance from the Welsh Assembly, we actively discourage the practice of taking children out of school in order to go on holiday.

However, there may be times when this is unavoidable and in these instances, parents are asked to request permission from the headteacher to take their children out of school for up to 10 days in any one academic year.

Any days over this will be recorded as unauthorised absence on your child's annual report and school record.

If you wish to ask for permission, please complete the attached slip and return it to school as soon as possible. It will be returned to you signed by the headteacher and two copies taken – one for the class teacher and one to be filed in the office and placed in your child's individual record at the end of the academic year.

APPLICATION TO TAKE MY CHILD OUT OF SCHOOL IN ORDER TO GO ON HOLIDAY

Child's Name Year

I request permission to take my child out of school from
to in order to go on a family holiday.

Number of school days missed

I understand that if this should exceed 10 days in any academic year the additional days will be recorded as unauthorised absence.

Signed parent/guardian

Date

Permission granted

Signed Headteacher

Date