



HAWTHORN CLUSTER

TERM TIME ABSENCE ADVICE FORM

*This form is to be completed by the parent/carer and forwarded to the School Office **not less than four weeks** prior to the period of absence required. The local authority and school strongly advises parents that pupils should not take holidays in term time. Approval of absence is entirely at the discretion of the school.*

Please do not assume that your holiday request will be authorised – each request will be considered on its own merits and may be unauthorised.

Pupil Details:

	Full Name	Date of Birth	Class
Child 1			
Child 2			
Child 3			
Child 4			
Home Address			

Dates of absence/holiday for my child(ren):

First day / date of absence from school	
Last day of absence	
Day / date of return to school	
Number of days absence	
Reason for absence*	

(*Please include all relevant details so that an accurate decision can be made on recording the absence in line with the school's Attendance Policy – policy available on request from the school office)

Children in Another School - I will also be requesting this holiday for my other child(ren) who attend (please state child's **AND** school name):

Name of child	School

I understand that the school policy is to consider if:

- The holiday is during Welsh Government tests / official external examination windows or,
- Attendance for the previous 12 months is between 94% or above
- Current school attendance is a cause for concern and AWS procedures have begun to be followed (e.g. standard letters issued to inform parents of school concerns.)
- The child does not return to school following the agreed period of the holiday absence.

If the school does not authorise the absence and the pupil still goes on holiday, this will be recorded as an 'unauthorised holiday' ('G').

Requests made for holidays may be subject to a fixed penalty notice, in line with the school's attendance policy.

Signed:	
Print Name:	
Date of request:	
Relation to child:	
Parent/s' address:	

Please consider the following circumstances when considering my child(ren)'s request:

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'Missing 10 days of school each year = almost 1 whole year of school lost by the age of 16.'



For School Use Only:

Registration Code		FPN	Signed:
H: Authorised Holiday	C: Authorised – Other Family Circumstances	Y	School Attendance Officer:
G: Unauthorised Holiday	O: Unauthorised absence		Date:
Previous academic year's attendance	_____ %	N	Head teacher:
Attendance currently under review	Y / N		Date:
Any other relevant Information taken into consideration:			
Signature of Chair of Governors / Link Governor for Attendance:			

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AUTHORISED ABSENCE REQUEST

Date:

Dear Parent/Carer,

Thank you for your recent holiday request.

Each application is considered on its merit. The school considers continuity of learning and also other relevant factors such as:

- The time of year proposed for the trip
- Length and purpose of the holiday
- If the trip falls on Welsh Government assessment week, or other advertised assessment/official examination window throughout the year
- Overall attendance pattern of the pupil.

As a result, your child's absence from school has been authorised, on this occasion, for the reasons highlighted below:

- The holiday is not during Welsh Government tests or,
- Attendance for the previous 12 months is between 91%-94% (Welsh Government's target for all learners)
- Current school attendance is not a cause for concern and AWS procedures have not begun to be followed (e.g. standard letters issued to inform parents of school concerns.) No Fixed Penalty Notice will be requested from the Local Authority.

Please note: if your child is absent for a period longer than that agreed, any extra time will be recorded as unauthorised and a Fixed Penalty Notice may be issued.

It is a parent's / carer's choice to remove a child for the purposes of taking a holiday and therefore work will not be provided by the school.

I hope you have an enjoyable holiday.

Current attendance percentage	
Previous academic year's attendance percentage	

Yours sincerely,

Headteacher

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UNAUTHORISED ABSENCE REQUEST

Date:

Dear Parent / Carer,

Thank you for the recent holiday notification form.

Unfortunately, holiday requests of this nature **cannot** be authorised. Please be aware that your child/ren will be marked as unauthorised for the period of absence you have requested, which will affect their overall attendance.

The Welsh Government recommends children's attendance to be above 94%. If your child's attendance is deemed 'low' then the school will have to refer to the Attendance and Wellbeing Officer for further intervention.

Your child's/ren current and previous attendance for last year is noted below:

Current attendance percentage	
Previous academic year's attendance percentage	

Please note that this is in accordance with the school's Attendance Policy, based on Welsh Government and Local Authority guidelines, which has been agreed by the School's Governing Body.

Yours Sincerely,

Headteacher

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