



Wales HIGH SCHOOL

HEADTEACHER: MR. G. DI'IASIO

Wales Cluster Schools Working Together Our Approach to Attendance and Punctuality

LEAVE OF ABSENCE DURING TERM TIME REQUEST FORM

ONE STUDENT PER FORM PLEASE

I wish to apply for leave of absence during term time for:

Student Name:

Tutor Group:

Dates of leave requested: First Day of absence Last Day of absence.....

Number of School Days absent.....

Reason for request for exceptional absence

.....
.....

I understand that this absence will result in my child missing important parts of their education

Signed:.....Parent/Carer **Date:**

Under new legislation Head teachers are not permitted to authorise any absence during term time unless there are **exceptional circumstances**. When it is deemed that there are exceptional circumstances absence **will still be refused in the following circumstances:**

- 1) A leave of absence has already been taken during the Academic Year
- 2) The request is within the Summer term between the Easter Holidays and up to the end of May.
- 3) The request is at the beginning of the School Year in September
- 4) The attendance of your child would fall below the **96.5%** target required by our school.

Please note that your child's attendance during the previous year will be taken into consideration when requests for leave of absence are made. You must also understand that if your request for leave of absence has not been authorised and you take your child out of school during term time, in line with new government legislation you may be subject to a fixed penalty notice.

Office use only

Leave authorised - Yes/No

Signed.....

