

Holiday Absence Authorisation

Dear Parents/Carers,

Following Welsh Government and Local Authority guidelines, requests for holidays will not be authorised automatically and authorisation will be dependent on a variety of factors. Leave of absence during term time is actively discouraged as it negatively impacts on the pupil's ability to engage with the full curriculum. Parents and carers do not have the automatic right to withdraw their children from school for a family holiday and will be reminded of the effect that absence can have on a pupil's potential achievement.

- The school will consider any application for leave of absence; parents and carers must apply in advance for permission for their child to have leave of absence (four weeks minimum notice for a family holiday).
- Forms to request a leave of absence can be obtained from the school, either in paper copy from the school office or from the school website.
- The head teacher will consider the request and respond in writing within 5 school days to inform the parent or carer whether the request has been authorised.
- Subsequently, a parent or carer can make an informed decision whether they wish to pursue the absence in the knowledge of any potential consequences.

Conwy operates a policy whereby holiday requests will not be authorised unless exceptional circumstances are evident and evidenced.

Exceptional circumstances remain at the discretion of the Headteacher as school know their pupils and families, and are best placed to make those judgements. If the Headteacher's decision is not to agree the request, then the holiday will be an unauthorised absence (G).

A suggested list of exceptional circumstances could be:

- Those families of serving armed forces personnel
- Parents of a child experiencing a life limiting illness
- Family that has suffered acute trauma
- To attend a wedding or funeral of a person close to the family
- Any other circumstance that is viewed as exceptional. (If an event can reasonably be scheduled outside of term-time then it would not be normal to authorise absence)

Parents and carers are advised that a fixed penalty notice may be issued by the local authority when permission for a holiday or leave of absence has not been authorised by the school. The local authority's Code of Conduct for Issuing Fixed Penalty Notices can be obtained from the school, the local authority's website or the Education Welfare Service.

[Education Penalty Notices - Conwy County Borough Council](#)

Poor attendance will have a serious impact on education, work ethic and life chances. We believe your child deserves the best.

Thank you for your continued support.

Yours sincerely

Application by Parent / Carer for Child's Leave of Absence from School During School Time

A term time absence (holiday) request will only be considered if there are exceptional circumstances. Please complete this form and return to school at least 4 weeks before the date you wish to remove your child from school.

I request that my child _____ Class _____

be considered for leave of absence from school during term time

From: (date) _____ To: (date) _____

Reason for absence

In the case of an unauthorised holiday, the Local Authority will be notified of the holiday taken and a Fixed Penalty Notice could be considered. Please note that such a penalty could be issued to each parent for each child taken out of school. A Fixed Penalty Notice is a fine of £60, increasing to £120 if not paid within the first 28 days. If the Penalty remains unpaid, legal action will be instigated in the Magistrates Court under Section 444 of the 1996 Education Act.

Signature
(Parent/Guardian): _____ Date: _____

Total school days absence due to holiday: _____ Attendance (%): _____

Holiday request has been: **Approved** ☐ **Rejected** ☐

Signed _____ Date _____