



Llandaff City Church in Wales Primary School

Exceptional leave / Holiday request form

To be completed by the parent / guardian.

This request form is an acknowledgement of the proposed absence of the child / children from the school by parents/guardians and should not be viewed as the school agreeing to the absence.

Name of Pupil/s:		DOB	Class / Year
Name of school:		Llandaff City Church In Wales Primary School	
Head Teacher:		Mrs Annette James	
Place of visit:			
First day of absence will be:			
Return to school date:			
Total number of school days which will be lost?			
Number of previous days taken for holiday / exceptional leave this academic year:			
<p align="center">What documentary evidence are you supplying in support of your Holiday or Exceptional Leave request? (Please attach these underneath the form):</p>			

Reasons why you consider this Holiday to be essential and why it cannot be taken in designated school holiday periods or reasons why you consider this leave to be "Exceptional":

Examples of reasons that will not be accepted include: To go shopping. To go out to celebrate a birthday as a treat. To stay in for a delivery / home appointment. To have a hair-cut. To visit relatives, including where shared custody arrangements apply. Sleeping in after a late night. Financial benefits to a family. Another school has agreed absence at this time.

Where a child is absent the school will record the child / children as being absent in accordance with the school's attendance policy, and this will be marked as an authorised or unauthorised absence. This will adversely affect the percentage of attendance figures for your child / children for the academic year. This will also impact on external assessments of Llandaff City including Inspection grading and Local Authority / Consortium Categorisation.

Cardiff Local Authority **do not** support any Holiday leave taken during term time. The Welsh Government permits the Head Teacher to exercise their discretion in authorising absence for up to 10 days per year. If Holiday / Exceptional absence is approved the parent/s or guardian/s will need to discuss with the class teacher about taking work with them, to ensure that the child/young person keeps up with their education during their "Leave of absence". On most occasions leave will not be granted during the first week of the academic year and during National and Teacher Testing/Assessment periods. Parents are also reminded that in circumstances where a child's attendance record is below 95%, research has shown this to have a significant impact on current and future attainment.

If the pupil/s do/does not return by the agreed date they may be at risk of losing their school place or reported to the Local Authority as a Missing Child.

If there is a valid reason that the agreed date of return cannot be kept, it is vital that this is communicated to the school either by email or by telephone:

Email address: Llandaff

Tel: 02920 565932

Failure to return on the agreed date may prompt welfare concerns; a child or young person who goes missing from education may be considered to be at risk of significant harm.

Contact will be made with the Senior Education Welfare Officer and/or the Authority's Child Protection Officer for Education.

Any such concerns will immediately be referred to the statutory authorities for consideration.

I understand the importance of school attendance. I confirm that the information that I have provided is complete and true. I understand that in making a request for Holiday or Exceptional Leave it is because in my view it is not possible to undertake this leave during school holidays.

Signed: **Parent or Guardian** Date: / / '1

Holiday / Exceptional leave request for:

Child / children: **Class:**_____ **Class:**_____ **Class:**_____

School Bursar check:

Is the information relating to previous absences accurate?

Head Teacher decision:

Panel member 1: To Approve ____ days. To not approve ____ days.

Reason:

Absence is in line with school policy:

Other:

This information was communicated by: _____ **by**

: Text

: Telephone Call

: Other

Signed:**Head Teacher** Date: / /

Signed:**School Bursar** Date: / /

A copy of this request will be given to the school's allocated Education Welfare Officer and stored in the school attendance records.