Holiday in term time request

Ysgol Brynffordd

Section A

To be completed by the Parent/Guardian at least 2 weeks in advance.

Name of Child:	Class	dob	Address	Tel no.
1.				
2.				
3.				

Holiday dates: (including possibility of late flight arrivals if possible)

From: ……. to ……..

Destination …….

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request may be authorised or not authorised and the Headteacher will use his/her discretion in making the decision based on my child's circumstances. If the Headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority EWO Service which will be determined in line with the school's attendance policy. (Please ask for a copy at school or the school's website)

Parent/Guardian signature ……

Parent/Guardian name (PRINT) ……

Section B - Office Use Only

Date ……..

Attendance (SIMS) …… % **Auth / Not Auth** Headteacher ……