

Richmond Park Community Primary School
Priory Street
Carmarthen
Carmarthenshire
SA31 1NB



HOLIDAY REQUEST FORM

*** IMPORTANT – please read**

Family holidays taken during term time

Essentially, parents/guardians should not normally take pupils on holiday in term time, and the policy of Carmarthenshire Local Education Authority is to actively discourage this. Under the School Attendance (Pupil Registration) Regulations 1995, schools do have a discretionary power to grant leave for the purpose of an annual family holiday during term time, providing there are special circumstances for the request, and that an application is made in advance by the parent/guardian with whom the child normally resides. This leave of absence can only be granted by the headteacher, but please do not expect the headteacher to automatically grant your request. Please also note that only in exceptional circumstances will more than 10 school days absence be granted in any school year. The headteacher will consider each request for holiday absence most carefully, taking into account the pupil's age, the timing of the holiday, and the pupil's attendance record. A decision will be then be made whether or not to grant permission. If parents do take a child away on holiday without agreed permission from the headteacher, then these absences will be unauthorised and reported back to the Local Education Authority.

If the school does grant a holiday in term time, I would ask you to discuss with the headteacher how you will help your child to catch up with the missing hours of education lost (50 hours for a full 10 days holiday).

The headteacher will take into account (i) the age of the child, (ii) overall attendance pattern of the pupil and (iii) the time of year before making the decision.

Where permission is not granted for leave of absence, but the pupil still goes on holiday, then the absence will be recorded as unauthorised. A series of unauthorised absences will be reported to the LEA and may lead to legal action.

Name of pupil : _____

Address :

Date of birth : _____ Dates requested for leave : _____

Signed : _____ Date : _____

Permission granted	
Permission refused	

Signature of Headteacher : _____