



REQUEST FOR AUTHORISED ABSENCE / NOTIFICATION OF ABSENCE DURING TERM TIME



Before applying to take a term time absence please consider the following:

Ongoing low attendance is a factor often linked to low levels of academic success and can have a serious impact on opportunities later in life. Children who are absent from school in term time will miss out on important learning opportunities - educational experiences missed cannot be re-captured later. Your child's teacher will not be able to go back over everything your child has missed. Due to the need for teacher/pupil input into many of our learning experiences, it is not always feasible to provide you with work to complete during the absence. As a parent/carer you can demonstrate your commitment to your child's education by, whenever possible, avoiding term time absences. It is important that term time absences do not contribute to developing poor habits of attendance which are hard to undo later on.

For holidays: Please note that **there is not an automatic right to withdraw pupils from school for a holiday** and this form, if it is a request for that purpose, is merely a request for permission. There is a margin of discretion for head teachers to agree to your request and in line with national guidance, your Child(ren)'s absence will be judged on merit and may **not be authorised**. Please see our school policy on attendance (on our school website).

Please note: Welsh Government guidance states that schools cannot authorise holidays retrospectively.

Should your child accumulate a level of unauthorised absence which brings their attendance below 90% during the year, the Local Authority may (depending on the circumstances) issue a fixed penalty notice or commence formal prosecution for failing to secure regular attendance at school. The full details of the fixed penalty scheme can be found on the City and County of Swansea website.

Section A:

THIS SECTION MUST BE COMPLETED BY THE PARENT/CARER AND THIS APPLICATION FORM FORWARDED TO SCHOOL AS EARLY AS POSSIBLE BEFORE THE ABSENCE – IDEALLY AT LEAST TWO WEEKS BEFORE.

Names of Pupils:

- | | |
|----------|--------------|
| 1. _____ | Class: _____ |
| 2. _____ | Class: _____ |
| 3. _____ | Class: _____ |

Absence dates:

From: _____ To: _____ Number of days absent: _____

Holiday address/contact details to include a mobile number (for child protection procedures):

If travelling outside the UK, please attach flight confirmation and include details below.

Is there a sibling(s) from another school who will also be absent for the same reasons. If so, please provide name of the sibling and school attended:

UK contact details (name, address and contact number of a relative or friend who we can make contact with if you do not return on the stated date)

My views, reasons and the purpose for requesting a term time absence are (please continue on separate sheet(s) if required)

Signed: _____ (Parent/Carer) Date: _____

If the pupil/s do/does not return by the agreed date they are at risk of losing their school place/s and they may be removed from the school register in accordance with the admission guidance Education (Pupil Registration) (Wales) Regulations 2010 section 4 which states 'the pupils has ceased to attend the school and no longer resides within a reasonable distance from the school'. Please note that we cannot guarantee that a place will be available for your child in the school of your choice on your return but you will be offered a place at the nearest school with room available in the year group. Failure to return on the agreed date may also prompt welfare concerns; a child who goes missing from education may be considered to be at risk of significant harm. Any such concerns will immediately be referred to the statutory authorities for consideration.

Please return to the School Office.

To be completed by the school:

Date received: _____ Received by: _____

Names of Pupils:		% Attendance 2024/2025	% Attendance 2025/2026
1. _____	Class: _____	_____	_____
2. _____	Class: _____	_____	_____
3. _____	Class: _____	_____	_____

Signed: _____