

**BIRCHGROVE PRIMARY SCHOOL**

**NOTIFICATION OF ABSENCE DURING TERM TIME**

**Before applying to take your child on holiday during term time, 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 due to a holiday 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 holiday. As a parent/carer, you can demonstrate your commitment to your child’s education by, whenever possible, taking your holidays during school holidays. It is important that annual holidays do not contribute to developing poor habits of attendance which are hard to undo later on.

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 Headteachers to agree to your request and in line with national guidance, your child’s absence will be judged on merit and may not be authorised. Please see our Attendance Policy (available on our school website). You will be notified of the decision shortly. Should your child accumulate a level of unauthorised absence which brings their attendance below 90% during the school year, the Local Authority may issue a Fixed Penalty Notice or commence formal prosecution for failing to secure regular attendance at school. The full details of the Fixed Penalty Notice Scheme can be found on the City and County of Swansea website.

**Please not, WG guidance states that schools cannot authorise holidays retrospectively.**

**Section A:**

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

Name of Pupils:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Holiday dates: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of days absent: \_\_\_\_\_\_\_\_\_\_\_**

Holiday address and contact details (for child protection procedures): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My views/reasons and the purpose for taking a term time holiday are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please be aware that if the pupil/s do/does not return by the agreed date, they are at risk of losing the school place 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 have 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 upon their return but you will be offered a place at the nearest school with room available in that 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 be immediately be referred to the statutory authorities for consideration.**

**To be completed by school:**

**Date received by school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorised/Unuthorised and reason why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Birchgrove Primary School is the data controller who is responsible for holding the data you provide. We will use your data to keep you up to date with school activities. We will not share your data with anyone else and we hold your information on the basis of your consent, which you can withdraw at any time. More information can be found in our privacy notice on our school website.**