

**Belong . . .**  
**Believe . . .**  
**Achieve . . .**



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www.islwynhigh.org

Headteacher: Mr T Williams M.A.

Chair of Governors: Mr C Gore

## Application for Leave of Absence during Term Time

Schools have discretionary power to grant a pupil leave of absence for the purpose of an annual holiday during term time, only in exceptional circumstances and at the discretion of the Headteacher. No parent can demand leave of absence for the purpose of a holiday as a right. The taking of holidays in term time has a disruptive effect on your child's education and should be avoided if at all possible.

During the month of September NO holidays will be authorised by the school, as missing time at the start of the academic year has a significant impact on pupils' ability to settle in and start the year's work.

For years 7, 8 and 9, internal exams will take place in the middle of the spring term and also National Reading and Numeracy tests at the start of May. We will NOT authorise any holidays for these pupils around this time.

In years 10 and 11 we will NOT authorise any holidays booked during the whole school year as throughout both these years, pupils will either be doing external / mock examinations / controlled assessments or preparing for them.

Attendance must be over 95% with 10 days maximum holiday. 10 days holiday equates to 50 missed lessons.

Absences sanctioned by the school constitute authorised absences. Where parents take the child away without permission, fail to apply for permission in advance, or keep the child away in excess of the agreed period, absences will be treated as unauthorised and will be recorded as such on all official documents, and may incur a fixed penalty fine, as outlined in the school's attendance policy.

All applications for leave of absence should be submitted no earlier than four weeks before the departure date, to allow accurate attendance to be considered. Please complete and detach the slip below and return it to RECEPTION.



### Application for Leave of Absence During Term Time

Pupil's name: \_\_\_\_\_ Form: \_\_\_\_\_

|                      |                              |  |      |       |      |  |  |  |                             |  |      |       |      |  |  |  |
|----------------------|------------------------------|--|------|-------|------|--|--|--|-----------------------------|--|------|-------|------|--|--|--|
| Dates of<br>Absence: | First day<br>of →<br>absence | <table border="1"><tr><td>Date</td><td>Month</td><td>Year</td></tr><tr><td> </td><td> </td><td> </td></tr></table> | Date | Month | Year |  |  |  | Last day<br>of →<br>absence | <table border="1"><tr><td>Date</td><td>Month</td><td>Year</td></tr><tr><td> </td><td> </td><td> </td></tr></table> | Date | Month | Year |  |  |  |
| Date                 | Month                        | Year   |      |       |      |  |  |  |                             |  |      |       |      |  |  |  |
|                      |                              |  |      |       |      |  |  |  |                             |  |      |       |      |  |  |  |
| Date                 | Month                        | Year   |      |       |      |  |  |  |                             |  |      |       |      |  |  |  |
|                      |                              |  |      |       |      |  |  |  |                             |  |      |       |      |  |  |  |

Location of Holiday: \_\_\_\_\_

Reason for applying for leave of absence during term time: \_\_\_\_\_

Parent / Carer's Name - Please Print: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Carer's Signature: \_\_\_\_\_

#### **School use only:**

Attendance percentage \_\_\_\_\_

Authorised / Not Authorised (Reason if not) \_\_\_\_\_