



Maes yr Haul Primary School

Holiday Authorisation Request 2025-2026

PLEASE READ THE FOLLOWING INFORMATION IN FULL BEFORE COMPLETING THE ATTACHED REQUEST FORM.

Good attendance is one of many key elements that are vital to maximising pupils' progress in school. Our school policy is that we expect all pupils on roll to attend school every day when the school is in session, so long as they are fit and healthy enough to do so. There is no automatic right to withdraw pupils from school during term time for family holidays and parents should apply to the school in advance to request the Headteacher's consent.

The Education (Pupil Registration) (Wales) Regulations 2010 gives discretionary power to Headteachers to *"grant leave of absence from school for the purposes of a family holiday for no more than 10 days in an academic year"*.

The Headteacher may take account of several factors in order to determine if a holiday request should be authorised. Examples of this may:

- The length and purpose of the holiday (Did this need to be during school term time?)
- Any exceptional circumstances
- Overall rates and pattern of attendance (taking the current and/or previous years into account)
- Whether a previous holiday has already been authorised during the academic year.
- Pupils' progress, attainment and impact on the continuity of learning

Whilst we understand that affordability is a factor that may encourage parents to take a family holiday during term time, this does not provide an acceptable reason for authorisation.

We recognise that, regardless of authorisation, parents may choose to take the holiday anyway. In this circumstance, if no request has been made, or insufficient notice, this will be recorded as an 'unauthorised absence'. The Education (Penalty Notice) (Wales) Regulations 2013 state that penalty notices may be issued for failing to regularly attend school, that is, regular 'unauthorised absence'. These are set out in our attendance policy.

To comply with the Education (Penalty Notices) (Wales) Regulations (2013), the school will operate in accordance with Bridgend's Code of Conduct for Fixed Penalty Notices for regular non-attendance at school. Fixed Penalty Notices are issued by the Education Welfare Service and *may* be applied for:

- Where a minimum of 10 unauthorised sessions (5 school days) have occurred in the current term (these do not need to be consecutive).
- Persistent lateness of more than 10 sessions in the current term (that is, arrived at school after the close of the registration period).
- Where parent / carers have failed to engage with the EWS in attempts to improve attendance but where court sanctions have not been instigated.
- Where a parent / carer has chosen to take their child on holiday during term time without authorisation.
- Where a pupil regularly comes to the attention of the police during school hours for being absent from school without an acceptable reason.

PLEASE COMPLETE, SIGN AND DATE THE FOLLOWING SHEET AND SUBMIT TO THE SCHOOL OFFICE



Maes yr Haul Primary School

Holiday Authorisation Request Form 2025-2026

PLEASE COMPLETE, SIGN AND DATE THIS REQUEST FORM FOR EACH CHILD AND SUBMIT
TO THE SCHOOL OFFICE NO LATER THAN FOUR WEEKS BEFORE THE REQUESTED DATE OF ABSENCE.

Name of Pupil:	Class:	Date of Birth: / /
Name of person making request:		
Relationship to pupil (e.g. mother):		
Dates of holiday: FROM	TO	No. of school days lost:
Destination (for safeguarding purposes):		
Please explain why this holiday needs to be taken during term time:		
Declaration: I have read and understood the attached information and school attendance policy. I understand that this holiday request may not be authorised and that the Headteacher will use their discretion in deciding whether this request should be authorised. I understand that if an unauthorised holiday is taken, this may lead to a request for a Fixed Penalty Notice to the Local Authority Education Welfare Service which will be determined in line with the schools attendance policy.		
Signed: _____ (Parent/Carer) Date: _____		

OFFICE USE ONLY - to be completed by school staff.			
Attendance so far this school year		Attendance previous school year	
%		%	
Authorised Absences	Unauthorised Absences	Authorised Absences	Unauthorised Absences
No. days holidays taken this school year.		No. days holiday days taken last school year.	

Your request for authorisation of the above holiday period during term time:	
Has been authorised	
Has NOT been authorised because of: • overall rates and pattern of attendance (including current and/or previous year). • concerns about progress, attainment and/or impact on continuity of learning. • your child has already been granted previous holiday absence(s) in this school year. • insufficient notice provided.	

A completed copy of this form will be returned to you so that you may maintain a record of your holiday requests at home.

Signed: _____ Headteacher Date: _____

OFFICE USE ONLY	SIMS Updated:		Text Sent:	
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