



# Maes yr Haul Primary School

## Holiday Authorisation Requests 2023-24

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

At Maes yr Haul Primary School, we recognise that there are a number of circumstances which may encourage parents to consider taking a family holiday during term time. However, good attendance is one of many key elements that are vital to maximising pupils' progress in school. Therefore, 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.

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"*. Parents do not have the automatic right to withdraw pupils from school during term time for a family holiday and should apply to the school for their consent in advance.

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

- The time of year (e.g. when pupils are settling in at the start of a new school year)
- The length and purpose of the holiday – did this *need* to be during school term time?
- Relevant circumstances of the family
- Overall rates and pattern of attendance (both in the current and previous year)
- 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 authorization, parents may choose to take the holiday anyway. In this circumstance, or if no request has been made, this is classed as an 'unauthorised' absence. The Education (Penalty Notice) (Wales) Regulations 2013 state that penalty notices are issued for failing to regularly attend school, that is, regular 'unauthorised' absence.

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 i.e. arrived at school after the close of the registration period;
- Where parent/carers have failed to engage with the Education Welfare Service 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.

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



# Maes yr Haul Primary School

## Holiday Authorisation Request Form 2023-24

**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):		
<b>Please clarify why this holiday needs to be taken during term time:</b>		
<b>Declaration:</b> I have read and understood the attached information and school / LA policy on holiday absence. I understand that this holiday request may not be authorised and that the Headteacher will use their discretion in decided whether this request should be authorised. I understand that, if not authorised, but the holiday is taken regardless, 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: _____		

<b>OFFICE USE ONLY - to be completed by school staff.</b>			
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.	

<b>Your request for authorisation of the above holiday period during term time:</b>	
Has been authorised (subject to continued good attendance up to the time of the holiday)	
Has <b>NOT</b> been authorised because of: <ul style="list-style-type: none"><li>• Overall rates and pattern of attendance (current year or previously).</li><li>• Concerns about progress, attainment and/or impact on continuity of learning.</li><li>• Your child has already been granted a holiday absence in this school year.</li><li>•</li></ul>	

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: \_\_\_\_\_