**Pendoylan Church in Wales Primary**

*School Address: Pendoylan, Cowbridge, CF71 7UJ*

*Ffon/Tel:– 01446 760272*

*Ebost/Email: pendoylanps@valeofglamorgan.gov.uk*

*Headteacher: Mrs P Vaughan*

**Holiday Notification Form**

*This form is to be completed by the parent/carer and forwarded to the School Office* ***not less than four weeks*** *prior to the period of absence required. The Welsh Government states that parents are eligible to apply for* ***up to*** *10 days holiday per year (****one holiday period only****) however the Local Authority and School would ask you to consider the impact this may have on your child’s education. . Approval of absence is entirely at the discretion of the school.*

***Please Note: Holiday requests for 5 days and below will be considered by the Headteacher. Any holidays above this will be submitted to the Governing Body for consideration.***

***Please do not assume that your holiday request will be authorised – each request will be considered on its own merits and may be unauthorised if your child’s attendance average is below 95% or is during National Test week in May.***

I would like to request that:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Name | Date of Birth | Class |
| Child 1 |  |  |  |
| Child 2 |  |  |  |
| Child 3 |  |  |  |
| Child 4 |  |  |  |
|  | | | |
| Home Address |  | | |
|  | | |

be granted leave of absence from ……………………………………. to …………………………………………..

to participate in a family holiday at ……………………………………………………………………..destination).

Number of school days to be taken ………………………………………………………………………………….

Please consider the following circumstances when considering my child(ren)’s request:

|  |
| --- |
|  |

Name of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**For School Use Only:**

Authorised Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unauthorised Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chair of Governors/Link Governor for Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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