



### Holidays/Absence During Term Time

Dear Parent/Carer,

In Wales we want all of our pupils to achieve success, so it is important that parents do their best to support pupils in attending school for the full 190 days in the academic year, as stated in the Education (School Day and School Year) (Wales) (Amendment) Regulations, 2006.

Under the Education Act (1996), it is the responsibility of the parent or carer to ensure that their son/daughter attends school. Regular school attendance is vital and missing school can have a significant impact on achievement over a one-year period, as illustrated below:

Attendance during one school year	Equals – Days absent	Which is approximately weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	290 lessons
65%	67 days	13.5 weeks	340 lessons

We hope that you can support this policy and arrange your holidays around the existing 175 days the school is closed through weekends and school holidays and help us support your child in achieving success in school.

If, however, there are circumstances that mean you have to request to take a holiday during term time, we ask that you fill in the form on the reverse of this letter. You may submit this as a hard copy to the General Office, for the attention of Mrs Parker/Mrs Myatt (FAO: Mrs Myatt), or e-mail it as attachment to:

[katherinem@crickhs.org](mailto:katherinem@crickhs.org).

Yours sincerely,

Jackie Parker

Headteacher



**Holiday/Absence Request Form**

If you wish to take your child/ren on a holiday during term time, the form below must be completed **at least 28 days** before the absence is required to be considered for authorisation.

The Pupil Registration (Wales) Regulations 2010 provide Headteachers with a discretionary power to authorise leave for a family holiday during term time where parents seek permission. The procedure at this school is that all the factors noted below will be taken into consideration before a decision is made as to whether to authorise any periods of holiday requested during term time.

- **Attendance figures for the last year (We would expect attendance to be above 90%)**
- **Behaviour and attitude to school life.**
- **That the holiday does not impact on any key periods of learning (such as examinations and assessments)**
- **That this form has been completed correctly and the request has been made at least 28 days before the holiday.**

Please therefore remember that holidays can only be authorised at the Headteacher’s discretion.

It should also be noted that an application for a ‘Fixed Penalty Notice’ will be considered if there are 5 or more days (10 sessions) of ‘unauthorised absence’ recorded, in addition to the attendance level being below 90% for the school year to date.

You may submit this as a hard copy to the General Office, for the attention of Mrs Parker/Mrs Myatt (FAO: Mrs Myatt), or e-mail it as attachment to: [katherinem@crickhs.org](mailto:katherinem@crickhs.org). An authorised / unauthorised slip or e-mail will be sent back to you within 7 days of submitting this request. Please ensure that your contact details are correct on our school system.

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**Holiday/Absence Request**

I request a holiday absence for my child/ren: \_\_\_\_\_

on the following dates: \_\_\_\_\_

I would like the following information to be taken into consideration:

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**Holiday/Absence Request**

Thank you for submitting your holiday request form for the following

child/ren: \_\_\_\_\_

on the following dates: \_\_\_\_\_

**Your holiday has been AUTHORISED / UNAUTHORISED for the following reasons:**

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Please keep this slip in a safe place for future reference. A copy of your request and the response slip will be kept in your child's personal records.

Yours sincerely,

A handwritten signature in black ink that reads "Jackie Parker".

Jackie Parker  
Headteacher

