



Maesycwmmmer Primary School

Maesycwmmmer Primary School
Tabor Road
Maesycwmmmer, Hengoed
Mid Glamorgan CF82 7PU

Headteacher - Mr. J Harris
Chair of Governors – C.B. Cllr. R. Woodyatt

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Please note:- The following is taken directly from Caerphilly LEA Policy and guidelines on School Attendance which has been adopted by the Governing Body

Regulation 8 of the Education (Pupil Registration) Regulations 1995 (amended) gives schools discretionary power to grant leave for the purpose of an annual family holiday during term time.

Parents do not have an automatic right to withdraw pupils from school for a holiday, and have to apply for permission from the head teacher in advance. Such permission is granted in accordance with arrangements made by the governing body of the school. Only in exceptional circumstances may the amount of leave granted exceed (in total) more than ten days in any one year.

Parents should not expect, or be led to expect, that schools will agree to family holidays during term time. Schools may need to remind parents of this from time to time. Schools should consider each request individually – “blanket approval” policies are not acceptable. The following factors should be considered when assessing requests: –

- The overall attendance pattern of the child. **Caerphilly LEA recommends a minimum attendance of 95% for a holiday in term-time request to be approved**
- The time of year of proposed trip
- The length and purpose of the holiday
- The duration of the holiday and its impact on continuity of learning
- The circumstances of the family and the wishes of parents

When parents fail to abide by the decision of the school by either taking holidays not agreed, keeping a child away from school in excess of the period agreed, or when parents fail to apply for permission, the time taken should be treated as unauthorised absence.

Parents Please Note: Homework for pupils will not be provided in these circumstances

J.Harris
HEADTEACHER

Please tear-off Slip and Return to School

Maesycwmmmer Primary – Request for Pupil Absence in Term-Time

Name of Pupil Class:

Dates of Absence: From To:

Reason for Absence:

Date request was received:

Authorised by:[Headteacher]