

BRYNMILL PRIMARY SCHOOL

Request for authorised absence/ Notification of absence during school term time

Where possible and in appropriate circumstances the taking of term time holidays is actively discouraged. Parents are advised to avoid term time disruption and reminded of the link between attainment and attendance. Please note, Welsh Government state that parents should not expect or be led to expect that there is an automatic right to withdraw their child from school during term time.

Please be aware that, in line with national guidance, any request for authorised term time absence will be judged on merit and may **not be authorised**. Please see our school policy on attendance (on our school website). You will be notified of the decision shortly. Should your child accumulate a level of unauthorised absence which brings their attendance below 90% during the year, the Local Authority may (depending on the circumstances) issue a fixed penalty notice or commence formal prosecution for failing to secure regular attendance at school. The full details of the fixed penalty scheme can be found on the City and County of Swansea website.

To be completed by Parent/Guardian at least 10 school days in advance of the release time requested

Parents/ Carers need to submit this and allow time for their request to be processed. WG guidance states that schools cannot authorise holidays retrospectively.

Name of Pupil(s):		
Class(es):		
Dates of absence:	From:	To:
Date that the pupils will return to school:		
Number of days of education that will be missed :		
Address/contact details during absence (for child protection procedures):		
Any children in a local Comprehensive School accompanying you? Yes/No	Name of Child:	School:

When submitting a request please also tell us the purpose of your holiday / term time absence and your views so that we can take them into account. (Continue on separate sheet if required)

Signed.....Date.....

Received by school: _____

If the pupil/s do/does not return by the agreed date they are at risk of losing their school place/s and they may be removed from the school register in accordance with the admission guidance Education (Pupil Registration) (Wales) Regulations 2010 section 4 which states 'the pupils has ceased to attend the school and no longer resides within a reasonable distance from the school'. Please note that we cannot guarantee that a place will be available for your child in the school of your choice on your return but you will be offered a place at the nearest school with room available in the year group. Failure to return on the agreed date may also prompt welfare concerns; a child who goes missing from education may be considered to be at risk of significant harm. Any such concerns will immediately be referred to the statutory authorities for consideration.