



ST. MICHAEL'S CHURCH IN WALES (AIDED) PRIMARY SCHOOL

Headteacher: Mr M Phillips.

NOTICE OF ABSENCE FROM SCHOOL DURING TERM TIME

This form is to be completed and returned to the school office before the period of absence

Name of pupil(s): _____ Class: _____

First day of absence: _____ Last day of absence: _____

Reason for absence:

Holiday Absence

Your child's attendance in school is very important and any absence from school can have a detrimental effect on learning. As a result, we ask that you avoid taking term time holidays whenever possible.

If this is unavoidable, according to Welsh Government guidance, parents are entitled to remove their children for up to 10 days in the year as long as their child's attendance is very good for the remainder of the time.

The school will assess each request individually based on previous attendance and circumstance.

I have read and understood the above.

Signed: _____ Date: _____

(person with parental responsibility)

Absence authorised: **YES** **NO**

Reason for not authorising absence (if applicable)

Headteacher's signature: _____ Date: _____