



All Saints C/W Primary School

Plas Cleddau
Barry, Vale of Glamorgan
CF62 7FG



Telephone No 01446 745726
Email address : allsaintsps@valeofglamorgan.gov.uk

Request form for **Leave of Absence** during term time.

Please complete this form and return it for the attention of the Headteacher.

Name of Pupil _____ D.O.B _____

Class _____

Address _____

Date of absence From _____ to _____

Number of Days to be missed _____

Reason of Absence _____

Signature of parent/guardian _____ Date _____

Signed Headteacher _____

Name of Pupil _____ Class _____

Date of Absence -----

Authorised	
Unauthorised	
No. of Days already taken	

The Vale of Glamorgan Council advises all Governing Bodies not to authorise any holiday requests during term time, except where there are exceptional and extenuating circumstances.

Exceptional and extenuating circumstances include and would normally be limited to:

- family holiday request from parents who are employed by the Ministry of Defence;
- family requests for holiday due to religious beliefs.

Such considerations, in exceptional circumstances, may result in the school agreeing with the request and authorising the absence accordingly. This means that holiday requests during term time will not be authorised by the school unless there is agreement between the school and the parent/carer that exceptional and extenuating circumstances apply, as aforementioned.

Comments _____

Signed Headteacher _____