



"YOUR BEST IS ALWAYS
GOOD ENOUGH"

PENGELLI PRIMARY SCHOOL

Station Road, Grovesend, Swansea, SA4 4GY

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✉ pengelli.primary@swansea-edunet.gov.uk

Headteacher: Mrs. Helen Talaat B.Ed (Hons). NPQH.

Deputy Headteacher: Mr. Dave Caswell B.Ed (Hons)



REQUEST FOR LEAVE OF ABSENCE OR FAMILY HOLIDAY FORM

Please note the school policy with regards authorisation of leave of absence from school for the purpose of a family holiday:

- Authorised absence for a holiday of up to 10 (school) days **will** be awarded if a child's general attendance is 95% or above.
- In cases where general attendance is below 95% the head teacher will decide whether or not exceptional circumstances contribute to parents' decision to take a holiday in term time and in this case the holiday will be authorised - We have to make clear at this point that exceptional circumstances would point to there being no alternative opportunity to book a holiday during school holidays (cost cannot be a deciding factor).

If you do not accept the head teacher's decision, you have the right to appeal to the Governing Body.

PLEASE REMEMBER:

- The school strongly recommends that you avoid the start of a school term and important test dates (May)
- Time off for holidays is not an automatic right.
- It is advisable to give at least 7 days' notice in order for your request to be processed.



REQUEST FOR LEAVE OF ABSENCE OR FAMILY HOLIDAY FORM

Name of child: _____ Class: _____

First day of absence: _____ Last day: _____ Total number of days _____

Reason for absence;

Signature of Parent/Guardian _____ Date: _____

HEADTEACHER AUTHORISATION

Live attendance _____%

Exceptional reason accepted Yes/No

AUTHORISED ☐

UNAUTHORISED ☐

Signed _____

Date: _____

Every child achieving.

