



Ysgol Gynradd **Coedffranc** Primary School

Acting Headteacher: Mr. T. Richards

Deputy Head: Mrs. C. Roderick

Giving our children the roots to grow and the wings to fly

Holiday Request Letter

Please complete the form below to request permission to take your child/children on holiday during term time. Headteachers do have discretionary power to grant leave for the purpose of a family holiday or trips in exceptional circumstances. However, the school will consider the following in whether to authorise the absence for the holiday:

- Age of the child
- Time of year of the proposed trip
- Length and purpose of the holiday
- Impact on continuity of learning
- Circumstances of the family
- Benefits to the child
- Wishes of the parents/carers
- Overall attendance pattern
- Stage of education
- The child's progress
- Any cultural considerations
- Any guidance or policies issued by Welsh Government or the Local Authority

Please see the attendance help page on our school website for more information on our policy and on the Local Authority Penalty Notice policy and procedures.

<https://coedffranc-primary-school.j2bloggy.com/attendance-help/>

Name of child/children and class:	
Name of parent/carer:	
Proposed start date for holiday:	
End date for holiday:	
Number of school days that will be missed:	
Reason for request:	

Signed: _____

Date: _____

Please return this form to the office at least a week before the holiday. Holidays will not be authorised if this form is not submitted for consideration before the holiday.

Stanley Road, Skewen, Neath SA10 6LP Tel: 01792 813504 Email: coedffrancprimary@npt.school