



Ysgol Gynradd NOTTAGE Primary School

Headteacher/Prifathro: Mrs A Thomas

Holiday or Planned Absence in term time request

To be completed by the Parent/Guardian at least **2 weeks in advance**.

Name of Child:	Class	Date of Birth	Address	Tel no.
1.				
2.				
3.				
4.				

Absence dates: (including possibility of late flight arrivals if possible)

From: to

Reason:

Destination

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request may be authorised or not authorised and the head teacher will use his/her discretion in making the decision based on my child's circumstances. If the Headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian Date:.....

Suffolk Place

Porthcawl

CF36 3ED

Telephone/Ffôn 01656 815540

Fax/Ffacs 01656 815544

email/ebost head.nottageprimary@bridgend.gov.uk



Ysgol Gynradd NOTTAGE Primary School

Headteacher/Prifathro: Mrs A Thomas

Holiday or Planned Absence in term time request

To be completed by the head teacher within at least 1 week from the request.

Reasons for unauthorising :

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Reasons for authorising :

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I, as head teacher has authorised/unauthorised (* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate.

Signed
Headteacher

Date:.....

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Porthcawl
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