



Pontyclun Primary School
Ysgol Gynradd Pontyclun
Heol-Y-Felin
PONTYCLUN
CF72 9BE

Tel/Ffon: 01443 237833
Headteacher/Pennaeth: Mr H Roberts B.Ed. Hons
Deputy Head: Mrs R Downes

E-mail/Ebost: admin@pontyclunprimary.rctcbc.cymru

Website: www.pontyclunprimary.org.uk

Holiday Notification Form

*This form is to be completed by the parent/carer and forwarded to the School Office **not less than one week** prior to the period of absence required. The local authority and school strongly advise parents that pupils should not take holidays in term time.*

Approval of absence is entirely at the discretion of the school. Please see our Attendance Policy in relation to requests for authorised holiday absence. The school will authorise holidays under the following circumstances; · Families of serving armed forces personnel · Parent or child experiencing a life limiting illness · Families that have suffered an acute trauma · Attendance at the time of the holiday is above 94% for the year up to the date the holiday starts. (this is the school attendance target and is subject to change year on year.) · Is not more than 10 days in one academic year · Is not in the first week of the new September term · There have been no exclusions in the previous three terms · Requests for holidays must be received at least one week before the start of the holiday.

Please do not assume that your holiday request will be authorised – each request will be considered on its own merits and may be unauthorised.

I would like to request that:

	Full Name	Date of Birth	Class
Child 1			
Child 2			
Child 3			
Child 4			
Home Address			

be granted leave of absence from to

to participate in a family holiday at(destination).

Number of school days to be taken

Children in Another School - I will also be requesting this holiday for my other child(ren) who attend (please state child's **AND** school name):

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Please consider the following circumstances when considering my child(ren)'s request:

Name of Parent/Carer: _____

Signature of Parent/Carer: _____

Date: _____

Pontyclun Primary School is collecting personal data by issuing this form. This information will be used and shared in line with our school attendance privacy notice (which can be found on our school website at www.pontyclunprimary.org.uk) The school will keep these forms in a locked cabinet in the school office. Office staff, class teachers and school management will have access to these forms. We hold personal data in line with the guidance set out in the retention schedule, contained within the IRMS Toolkit for schools and following the retention period expiry, information will be destroyed securely and permanently.

For School Use Only:

Authorised Days:

Unauthorised Days:

Signature of Headteacher:

Date: _____