

# Taff Bargoed Learning Partnership



# Holidays in term time

*Missing school is missing out!*

# Application for Leave of Absence during term time

This is an application form for you to request permission for your child to be absent from school to take part in a holiday during term time. Before completing the application form, please read these notes carefully:

- As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days. Holidays should be taken during the school holiday period in order not to disrupt your child's education.
- In line with Welsh Government guidance, Merthyr Tydfil County Borough Council has asked head teachers not to authorise requests for holidays in term- time unless there are exceptional circumstances.
- Holidays during term time disrupt your child's education and impacts unfavourably on their learning.
- If the Headteacher refuses your application and you still take your child out of school, the absences will be treated as unauthorised. The school reserves the right, in certain circumstances, to request that the Educational Welfare Service to issue parents/carers with a Fixed Penalty Notice under The Education (Penalty Notice) (Wales) regulations 2013 for a holiday in term time.

Having read these notes, if you still wish to request permission from the school for your child to be absent from school to take part in a holiday during term time, then please complete the application attached.



## Leave of Absence from school in term time

Name of child		Class	
Contact number		School	Bedlinog <input type="checkbox"/> Trelewis <input type="checkbox"/>
<p><b>I wish to apply for my child to be absent from school during the following dates:</b></p> <p>From: _____ to: _____</p> <p>Total number of school days to be missed: _____</p>			
<p>Please explain the circumstances that make it necessary to have a holiday in term time and why this cannot be arranged during school holidays.</p>			
Has your child already had leave of absence in this school year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p><b>If 'Yes' please give dates and details:</b></p>			
Signed (Parent/Carer)		Date	

### Office to complete & return back to parents

The requested absence has been:      **AUTHORISED** ☐      **UNAUTHORISED** ☐

Signed: \_\_\_\_\_ Headteacher      Date: \_\_\_\_\_

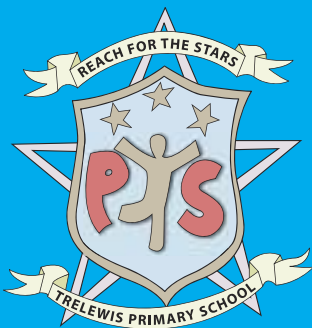
**Fixed Penalty Notice (FPN)** – If this box is ticked the school will be sending notification to the Local Authority which will usually result in a penalty charge being issued. You will receive notification from Merthyr Tydfil CBC in due course, to whom fines will be payable. The penalty notice will be issued to **both** parents - **£60 per parent, per child** if paid within 28 days, rising to **£120** thereafter if not paid in full.

Office Action: Parent/Carer informed ☐      FPN notification sent to LA ☐

If you would like any further information regarding school policies then please visit the relevant school website:

[www.trelewisprimary.wales](http://www.trelewisprimary.wales)  
or  
[www.bedlinog.merthyr.sch.uk](http://www.bedlinog.merthyr.sch.uk)

Likewise, please do not hesitate to get in touch with us so we can discuss these with you.



## Trelewis Primary School

Trelewis • Treharris  
Merthyr Tydfil CF46 6AH

*Telephone:* 01685 351822

*Email:* [office@trelewis.merthyr.sch.uk](mailto:office@trelewis.merthyr.sch.uk)

**[www.trelewisprimary.wales](http://www.trelewisprimary.wales)**



## Bedlinog Primary School

Hylton Terrace • Bedlinog • Treharris  
Merthyr Tydfil CF46 6RG

*Telephone:* 01685 351823

*Email:*  
[office@bedlinog.merthyr.sch.uk](mailto:office@bedlinog.merthyr.sch.uk)

**[www.bedlinog.merthyr.sch.uk](http://www.bedlinog.merthyr.sch.uk)**