

From the office of:

Y Prifathro/The Headteacher



**Lôn y Bryn,
Bangor,
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LL57 2LN**

**Ffôn/Phone: 01248 364905
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**Prifathro / Headteacher
Mr Neil Foden B.A.**

REQUEST FOR LEAVE FROM SCHOOL – CHILD ON HOLIDAY

This form is to be completed by the Parent/Guardian and forwarded to the Headteacher at least 10 working days before the requested date of absence. It should be noted that it is entirely at the discretion of the Headteacher to approve a child's absence from school for up to 10 school days per year for family holidays. The school takes the view that such a period of prolonged absence can have serious effects upon a child's progress, especially in SATS, GCSE and A-LEVEL examination years, however, and urges Parents/Guardians to make every effort not to arrange holidays during school terms. You should also note that the Governing body regards a 90% attendance at lessons a minimum requirement for external examination entry. Extended absence due to holidays, coupled with unavoidable absences due to illness, may result in your child failing to meet this requirement.

I/We request that,

Name of child: _____ Form: _____

Be granted leave of absence from school from _____ to _____

due to a family holiday (please give details): _____

Signature of Parent/Guardian: _____

Date: _____