



Gelli Primary School Ysgol Gynradd Y Gelli

Head teacher – Mr. D.C. Jones – Pennaeth



Application for Holidays During School Time (Authorised absences)

Dear Parent/Carer,

Please try to avoid term-time absences for holidays: they harm your child’s education. if you must take them due to work commitments, holidays at the end of the school year do less harm than holidays in September and October.

<u>Child’s Name</u>		<u>Class</u>
Holiday Dates:	From	To

Number of School Days Lost _____

I apply for the above absence(s) to be authorised

Signed _____ (Parent/Guardian)

FOR SCHOOL USE ONLY												
	1 ST Child			2 ND Child			3 RD Child					
Total absences this year												
Attendance Rates												
Holiday Absences	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Signed _____ Head teacher / Pennaeth

Dates of Absence _____

Your Child(ren)’s absence for holidays will be authorised

Your Child’s absence for holidays will NOT be authorised

Reasons

It exceeds the total allowable for the year (10 school days)

There are more than 10% unauthorised absences already on file

Your Child’s attendance is already unacceptably low Attendance to date %

Signed _____ (Headteacher / Pennaeth)

COPY: RETURN ORIGINAL TO PARENT. KEEP COPY ON FILE