



YSGOL DAVID HUGHES

Cais am Absenoldeb Awdurdodedig o'r Ysgol
Request for Authorised Absence from School.



HOLIDAY.

The procedure for applying for leave during the school term and under what circumstances applications may be approved is at the discretion of the school. There is **NO** automatic right to take pupils out of school for holidays.

To: Headteacher

Authorised absence from school is requested for:

Name of child/children:	Year:	Registration Class:

Date:	From:	To:

Reasons for seeking absence during school time:

- Absence from school for an annual family holiday or an extended trip abroad can only be authorised by the school. You are advised not to book a holiday until the school has responded to say whether it is authorised or not.
 - Authorised absence from the school for any other reason is also at the discretion of the Headteacher.
 - Absence not approved by the school in writing and in advance will be recorded as 'unauthorised'.
 - Unauthorised absences will be dealt with in line with the Local Code of Conduct for Fixed Penalty Notices. A copy can be requested or downloaded from the Isle of Anglesey County Council website.
- The headteacher will consider the request and will respond by email within 5 school days to confirm or deny the request.

Please provide an e-mail address in order to receive the response below:

Signed : (Parent/Guardian)	Date:

Thank you