



YSGOL RHOSNESNI
HIGH SCHOOL
A Pathways to Success School

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

PLEASE COMPLETE PARTS A AND B BELOW

IMPORTANT – please see information on the reverse of this form before completing the request

PART A:

I request leave of absence for the student named below for the following dates:

FROM (1st day of absence from school)

TO (last day of absence from school)

Day	Date	Day	Date

TOTAL NUMBER OF SCHOOL DAYS REQUESTED IN THE ACADEMIC YEAR (Sept - July)

STUDENT DETAILS:

NAME: _____

FORM: _____

PART B:

Please provide an explanation for the absence in the box below:

Approval of holidays taken in term time is, by law, at the discretion of the Headteacher of the school (WG).

I have read the information overleaf and would like to proceed with this request. I understand that if the request is declined and my son/daughter is absent from school that this absence will be recorded as an unauthorised absence.

Signed: _____ (PARENT/GUARDIAN)

Name _____ (PLEASE PRINT)

Date: _____

Rhosnesni Cluster of Schools
Leave of Absence Information

By law the school is required to ensure that all our students receive full time education. We are required to indicate on the school register which is a legal document, whether a student is present or absent and authorised and unauthorised absent rates. We are required to submit this information to Wrexham Local Authority and Welsh Government.

As a cluster of schools our target is to reduce the number of learning days lost through authorised absences. An attendance of 90% means that your son/daughter will have only attended 4.5 days a week during a school year. You do not have the right to take your son/daughter on holiday during term time without the permission of your son/daughter's Headteacher.

The school will consider the following information before authorising any request for a holiday during term time:

- A. Your child's age
- B. His/her attendance record
- C. The time in the academic year that the holiday request falls in

Before requesting a leave of absence for your son/daughter, you should consider the following:

- A. The lessons that your child will miss
- B. The difficulty they will have in catching up
- C. The effect it will have on how they do in school
- D. Permission for you to take your child on holiday may be refused by the school
- E. Has your child been entered for any external examinations or national tests at the time of the holiday

Examinations/National Tests

Applications for leave of absence will not be approved when there are scheduled examinations/national tests. External examinations are held at various stages in the school year. National tests take place during May. These will be managed by the school and specific enquiries should be made directly to your son/daughters school BEFORE any commitment is made.

PART C: (FOR ATTENDANCE OFFICER USE ONLY)

	Comments/Details/Reasons
Teacher Consultation	
National Tests/Assessments check	
Headteacher Approval	
Education Social Worker Informed	
Letter of Refusal/Approval	
SIMS Registration Code	

Previous Attendance:

Autumn Term		Spring Term		Summer Term		Overall Attendance (12 months)	
-------------	--	-------------	--	-------------	--	--------------------------------	--

Signed: _____ (Attendance Officer/SLT Link/Headteacher) Date: _____



YSGOL RHOSNESNI
HIGH SCHOOL
A Pathways to Success School

Rhosnesni Cluster of Schools Attendance Mission Statement

The Rhosnesni Cluster of Schools are committed to promoting positive attendance to school whilst working in Partnership across schools and sharing attendance information to monitor attendance.

- We are committed to developing good practices in attendance and punctuality to school.
- As a cluster of schools our target is to reduce the number of learning days lost through absence.
- We are committed to promoting positive standards of punctuality and attendance to school and rewarding good attendance and punctuality to school.
- An attendance of 90% means that your son/daughter will have only attended 4.5 days a week during a school year.
- You do not have the right to take your son/daughter on holiday during term time without the permission of your son/daughter's Headteacher.
- By law our schools are required to ensure that all our students receive a full time education.
- We are required to indicate on the school register, which is a legal document, whether a student is present or absent and to record any authorised and unauthorised absences from school. We are required to submit this information to Wrexham Local Authority and Welsh Government.