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Mrs J.S. Williams B.A. Hons. N.P.Q.H. M.C.M.I.
Pennaeth/Headteacher

Application for leave of absence (Holiday or Family event)

A request for a term time holiday or absence will be considered on a case by case basis. Requests should be sent into school no less than 3 weeks prior to the start of the planned absence.

Only under exceptional circumstances will the Head Teacher authorise term time leave of more than 10 school days in any academic year.

A request for term time leave may also be decided if a child's attendance is a concern

There is no automatic right to absence for a family holiday.

Once this form has been submitted, you will be notified if the absence (or part of it) is not going to be authorised.

I wish to apply for leave of absence from school to be granted to:

Name of Child(ren): _____

Class: _____

Dates: from ___/___/___ to ___/___/___

Total school days requested: _____

Total days taken previously (this academic year): _____

Signed Parent/Carer: _____

For school use only

Total days requested: _____

Total days previously taken (this acadmic year): _____

Pupils current attendance percentage: _____

Authorised: yes/no

Authorised by _____

Date: ___/___/___

Notification slip for an 'unapproved absence request from the Head Teacher

Dear parents of _____ I am unable to approve the absence request of ___ days on this occasion because:

- A) 10 days have been exceeded _____
- B) I am concerned with a low attendance rate _____
- C) Another reason _____

Many thanks
Mrs Jayne Williams
Head Teacher