



City and County of Swansea
Dinas A Sir Abertawe

WAUN WEN PRIMARY SCHOOL

Application for Family Holidays during School Term Time

SECTION A:

THIS SECTION MUST BE COMPLETED BY THE PARENT/CARER AND THIS APPLICATION FORM FORWARDED TO THE HEAD TEACHER AS EARLY AS POSSIBLE BEFORE THE HOLIDAY

Names of pupils:

1. Class
2. Class
3. Class

Holiday Dates: From **To:**

Number of days absent from school:

I confirm that taking this family holiday during term is unavoidable and I understand that a maximum of 10 days only in a school year will be authorised.

Signed **(Parent/Guardian) Date**

SECTION B:

To be completed by school

Name of child						
Percentage attendance this school year						
This holiday absence						
Authorised	Yes	No	Yes	No	Yes	No

(i) Your child(ren)'s absence for holidays will/will not be authorised

SIGNED **(HEADTEACHER) DATE:**

Reasons for any refusal:

- The absence exceeds the 10 day total allowable for this school year
- Your child(ren)'s attendance is already low

One completed copy to be given to parent:
One copy to be retained at school