

MONMOUTHSHIRE COUNTY COUNCIL
DEPARTMENT OF LIFELONG LEARNING AND LEISURE
CROSS ASH PRIMARY SCHOOL

NOTIFICATION OF TERM TIME ABSENCE

Please Note: All requests for term time absence will be unauthorised absence from school except in exceptional and extenuating circumstances.

Name of Pupil.....

Year.....

Proposed Holiday Dates

Reason for Request

.....
.....
.....

Parent Signature..... Date

For Completion by school only

Head Teacher

Comment.....

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.....
.....

Head Teacher

Signature.....

Consider: Extenuating Circumstances / Pupil's Overall Attendance / Pupil's Progress Record

IMPORTANT – Please see notes below

1. Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, have to apply for permission in advance. Please consult with your child's teacher before arranging a holiday during term time, in order to ensure there is minimum disruption to his/her continuity of learning.
2. Schools may only agree up to 10 sessions (am/pm) holiday in one school year in extenuating circumstances. Additional absence will incur a fixed penalty notice.

Please return this form to the school office.

Corporate Director Lifelong, Learning and Leisure