

Ysgol Hen Heol / Old Road School
Pennaeth / Headteacher
Mrs Non Neave



Old Road, Llanelli SA15 3HW Tel 01554 773822
Staff.oldroad@ysgolccc.org.uk

APPLICATION FOR ANNUAL HOLIDAY LEAVE OF ABSENCE

Dear Parent/Guardian

HOLIDAYS IN TERM TIME

Thank you for requesting a "leave of absence" form, which is attached. Please complete the form (attached) and return to school **at least ten school days** before your intended holiday.

All applications for holidays in term time will be considered on an individual basis. The maximum number of days holiday which can be taken in term time is 10 DAYS between 1st September to 31st August in any academic year.

When considering future family holidays in term time, I would ask you to consider the following:-

- a) not to take holidays during term time;
- b) the effect the absence from school may have on your child's education and development; and
- c) where possible, take family holidays during school holidays.

I would also ask that, on your return from holiday, your child returns to school promptly.

Yours sincerely

Non Neave
Head teacher

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Application for leave of absence for annual holiday

I request that(Name of Child)

be granted leave of absence for the period

from

to

in order to go on annual holiday.

.....
(Signature of parent/carer)

.....
(Date)

Address

.....

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