

**YSGOL RHYS PRICHARD,LLANYMDDYFRI**

Heol Llanfair  
Llanymddyfri  
Sir Gaerfyrddin  
SA20 0HY



Llanfair Road  
Llandovery  
Carms  
SA20 0HY

Pennaeth Mr E Davies Headteacher  
Rhif Ffon : 01550 720736 : Tel No.  
E-Bost : [Edward.davies@rhys.ysgolccc.cymru](mailto:Edward.davies@rhys.ysgolccc.cymru) : E-Mail  
Safle We : [www.ysgolrhysprichard.org.uk](http://www.ysgolrhysprichard.org.uk) : Web Site  
**APPLICATION FOR ANNUAL HOLIDAY LEAVE OF ABSENCE**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_

**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 1<sup>st</sup> September to 31<sup>st</sup> 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

Head teacher

Name and Address of School

.....  
.....

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.

Reasons for taking a term holiday:

.....

(Signature of parent/carer)

(Date)

If the pupil/s do/does not return by the agreed date they are at risk of losing their school place/s and they may be removed from the school register in accordance with the admission guidance Education (Pupil Registration) (Wales) Regulations 2010 section 4 which states 'the pupils has ceased to attend the school and no longer resides within a reasonable distance from the school'. Please note that we cannot guarantee that a place will be available for your child in the school of your choice on your return but you will be offered a place at the nearest school with room available in the year group. Failure to return on the agreed date may also prompt welfare concerns; a child who goes missing from education may be considered to be at risk of significant harm. Any such concerns will immediately be referred to the statutory authorities for consideration

Address .....

.....

.....