

Ysgol Gymunedol Llanmiloe



Llanmiloe Community School

Term Time Absence Request Form

In line with government recommendations we request that you do not take holidays during term time as this can be disruptive for your child's progress.

Absent and late marks also reflect badly on the reputation of the school and information on attendance is sometimes requested by secondary schools.

The Head teacher can authorise a period of leave up to **ten days in any school year depending on pupil progress**. If you wish to request a period of absence please complete this form.

The form must be completed then signed by the head teacher **before** the absence.

CHILD'S NAME: _____ **CLASS:** _____

Please indicate below the dates you wish to take

From _____ To _____

Please explain reason for request for absence

Signed: _____

DATE _____

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REPLY

1.1 Absence so far this year _____ days Absence Authorized Yes / No

2 Comment
