



Abercarn Primary School

Chapel of Ease

Abercarn

Newport

Gwent

NP11 5LH

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Head Teacher: Mr G. C. Roden



- REQUEST FOR AUTHORISED ABSENCE FOR A FAMILY HOLIDAY -

Please complete the form below to request authorised absence for a family holiday:

Name of child(ren):		Class(es):	
From:		To:	
<i>Reason:</i>			
Signed:		Date:	

Thank you for completing this request form. This information is necessary to ensure that the school meets its legal obligation on pupil attendance. Please note that permission may not be granted. The school will only consider granting a holiday if attendance is currently 95% or above.

.....
FOR SCHOOL USE ONLY:

Current attendance %			
Authorised Absence granted from:		To:	
Unauthorised absence from:		To:	
Signed (Headteacher):			

.....
Dear Parent

Your holiday request has been authorised	
Your holiday request has not been authorised because current attendance is below 95%. The Governing Body will not authorise holidays if attendance is below 95%.	
Your holiday request has not been authorised (Please see reason below)	

G C Roden