

Ysgol Gynradd Radnor Primary School,
Radnor Road, Canton, Cardiff. CF5 1RB

Tel/Ffon: 029 2038 7506

E mail/Ebost: radnorprm@cardiff.gov.uk

Headteacher/Prifathrawes: Mrs. A. James

Notification of Absence from School

Although approval for an absence will only be granted in very rare cases, it is very important that the school knows about planned absences in advance. This form needs to be completed and returned to school as far in advance of the planned absence as possible.

FACTORS FOR CONSIDERATION

Regular attendance is vital for your child's educational progress. Parents do not have an automatic right to withdraw their child from school for a holiday. Absence during school time hinders academic progress. The following factors should be taken into account when considering a planned absence:

- Will leave at this point be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance already below 95% or a previously agreed target for the previous 3 full terms prior to the request for leave?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had holiday leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year?
- Does he/she have any absences which have been recorded as unauthorised this year?

Please see the school's attendance policy for more detail on Fixed Penalty Notices (FPNs).

PARENT SECTION

Surname of child: _____ First Name of child: _____

Date of Birth: _____ Year Group: _____

Surname of parent/carer: _____ First name: _____

Relationship to child: _____ Are there any siblings applying for leave?: _____



Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru



CARDIFF ARTS MARK
MARC CEFYDDYDUAU CAERDYDD

"Everyone who works with children should always do what is best for each child" (UNCRC 3)

Please say why leave must be taken during term time instead of during school holiday periods

Length of absence: _____ Destination: _____

Date of Departure: _____ Date due back in school: _____

I confirm that I am aware of the consequences of taking unauthorised absences particularly with regard to FPNs and removal from the roll.

Parents/carers signature: _____ Date of notification: _____

SCHOOL SECTION

Date application received: _____ Pupils attendance: _____%

Date of meeting with parent if applicable: _____

About the absence:

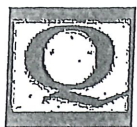
Special circumstances to justify approval?	Yes	No
Is leave in excess of 9 sessions?	Yes	No

Comments/Reason(s) for decision:

Number of previous applications: _____

Deputy headteacher's signature: _____ Date: _____

Parents/carers may wish to keep form with them as evidence that the school is aware of the absence should they be challenged by an attendance office or a police officer during a truancy sweep.



Welsh Network of Healthy School Schemes



Cyffwrdd Ysgolion Tach - Rhwydwaith Cymru



HEALTHYSCHOOLS CARDIFF NETWORK
RHWYDWAITH YSGOLION IACH CAERDYDD



CARDIFF ARTS MARK
MARC CEFYDDYMAU CAERDYDD

“Everyone who works with children should always do what is best for each child” (UNCRC 3)