Responsibility, love, care and respect

Cyfrifoldeb, cariad, gofal a pharch

OFFICE TO COMPLETE

YSGOL LICSWM

OFFICE USE ONLY **Holiday Authorisation Calculation chart** **OFFICE USE ONLY**

Name of Pupil ……..
The merits of each individual request should be evaluated by providing answers to **ALL** the following questions and scoring accordingly.

*(*Where the holiday already taken in the current academic year exceeds the DfES guideline "i.e. maximum of 10 days in any academic year", any further requests should **NOT** be authorised.)*

	Points Possible	Points
When is the holiday planned for?	September = 2 pts May = 2 pts Other dates = 1 pt	
Pupil's attendance level is? *(Up until Autumn half term use the % figure from the previous year.)*	Less than 70% = 5 pts 70% to 80% = 4 pts 80% - 85% = 3 pts 85% to 93% = 2 pts More than 93% = 1 pt	
How much holiday leave has already been authorised in current academic year?*	8 or more = 4 pts 5 to 7 days = 3 pts 1 to 4 days = 2 pts No days = 1 pt	
	Sub total:	
Any special mitigating circumstances	Subtract 2 points from sub total	
Details of mitigation:		
	Total:	

Leave for family holiday where the total is 8 or more **should NOT be authorised**.

The only exception to the above may be where there are, in the opinion of the Headteacher, 'exceptional circumstances'. (Incl religious and cultural considerations; add comment in mitigation box). If the Local Authority has begun legal proceedings holiday should **NOT** be authorised.

DELETE WHERE APPROPRIATE: ***REQUEST APPROVED / REQUEST DENIED***

Completed by: …….. Date: …….

The Headteacher will consider the following points before authorising leave:

1. The child's previous attendance history.
2. The age of the child(ren).
3. The child's stage of education.
4. The time of year.
5. The nature of the trip (an exceptional experience).
6. Holiday already taken/granted within current academic year.
7. Where the parents are restricted in terms of leave from their employer.

PARENT TO COMPLETE SECTION BELOW

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR PARENTAL HOLIDAY

Full name of child(ren) and Class/Classes

_____

_____

_____

_____

Address

_____

_____

Reason for application and dates:

_____

_____

_____

Signature of parent(s)/carer(s) _____

_____

Date _____

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Request seen by Headteacher Y/N

Agreement reached Y/N Current Att %

Date / /