



Parents,

The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of a family holiday during term time. Parents do not have an automatic right to withdraw their child from school for a holiday and, by law, have to apply for permission from the school in advance.

In the 2024-2025 academic year, schools within the Radyr Primary Cluster will follow updated local authority guidance and will authorise one family holiday of up to five days. This authorisation is subject however, to the child's attendance over the previous 12 months hitting the minimum threshold of 95% below which, a fixed penalty notice for a holiday may be issued.

The Local Authority can issue families with a Fixed Penalty Notice where there is:

- Where there is a minimum of 10 unauthorised sessions (5 school days) in the current term (these do not need to be consecutive);
- Pupils persistently arriving after the close of the registration period i.e. more than 10 sessions in the current term; (Recommended that registers be kept open for thirty minutes);
- Where parent/carers have failed to engage with the school and/or the EWS in attempts to improve attendance but where court sanctions have not been instigated;
- A period of absence from school due to a holiday that was not authorised by school;
- A pupil has regularly come to the attention of the police during school hours and is absent from school without an acceptable reason.

For more information visit [www.cardiff.gov.uk/schoolattendance](http://www.cardiff.gov.uk/schoolattendance)

**Every child has the right to an education (Article 28 UNCRC).**





**Leave of Absence Form**

I request permission to take the following child/children out of school:

Name: ..... Class: .....

Name: ..... Class: .....

Name: ..... Class: .....

I understand that under the terms of the Education (Penalty Notices-Wales) Regulations 2013, Local Authorities have been given powers to issue Fixed Penalty Notices (FPNs) as an alternative to taking legal action against parents/carers when responding to absenteeism from school.

Reason for absence (please give full details in the box provided and any other documentary evidence to support this request):

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Dates of absence:

From (day, date, month) \_\_\_\_\_ to (day, date, month) \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Permission is not authorised for the above named children to have leave of absence.

Permission is authorised for the above named children to have leave of absence.

*(delete as applicable)*

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Headteacher /Deputy

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