



# Blaenavon Heritage Voluntary Controlled Primary School

Middle Coed Cae Road Blaenavon Torfaen NP4 9AW

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Website / Gwefan: [www.bhvcprimary.co.uk](http://www.bhvcprimary.co.uk)

Acting Head Teacher: **Mrs J. Howells B Ed (Hons), NPQH**

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Acting Deputy Head Teacher: **Mrs A. Coombs BA (Hons), QTS**

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## NOTES ON FAMILY HOLIDAYS

Please read these notes prior to completing the Holiday Request Form overleaf

### Planning Your Holiday

We publish the dates of the school terms well ahead. This is to help you plan your holidays. When you book a holiday, please check that it does not clash with the school term.

### The Value of Regular Attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents/carers emphasise the importance of attending school.

### Your Legal Responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

### Absence for a Family Holiday

The Government recommends that family holidays are taken outside of school terms. Head Teachers will sometimes give permission for a pupil to go on holiday during term time. The Head Teacher will consider the reasons for the holiday, the pupil's past attendance and the effects the absence will have on the pupil's learning. The Head Teacher will not normally give permission simply because holidays cost less during term times.

The Head Teacher will not normally give permission for more than 10 days' absence for a family holiday in any year. Only in exceptional situations will the Head Teacher give permission for a longer absence.

### Applying for Absence because of a Family Holiday

If you have to take your family holiday during term, please fill in the form over the page. Please do not assume you will automatically be given permission for the absence because you have filled in the form. Please wait to hear if the Head Teacher agrees to your request.

### Warning

If you take your child out of school without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months, or both.

Opening the door to your future!

Agor y drws i'ch dyfodol!



YR EGLWYS YNG NGHYMRU THE CHURCH IN WALES





# REQUEST FOR A CHILD TO GO ON A FAMILY HOLIDAY DURING TERM TIME

(Please read the notes on the reverse of this form before you fill it in)

## SECTION A

Child's Name:

Class or Tutor Group:

First day of absence from school:

Last day of absence from school:

Total number of days absent:

Is this your only family holiday this year? YES/NO

Why are you planning your holiday during term time? (Please include any information you would like us to consider).

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## SECTION B

Please fill in this section if it is difficult for you to take time off work during the school holidays. Otherwise, go to Section C.

Name of parent/carer whose job affects when you go on holiday:

Name and address of employer:

Job Title:

Please explain why it is difficult for you to take time off work during school holidays, or attach your conditions of employment.

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## SECTION C

I have read the attached notes. The information I have given on this form is correct.

Signature of Parent/Carer:

Date:

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## SECTION D

For school use only

Previous Year's Attendance: %

Current Attendance: %

Previous Year's Unauthorised Absence: %

Current Unauthorised Absence: %

Request approved/not approved

Date:

Acting Head Teacher's Signature:

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YNG NGHYMRU



THE CHURCH  
IN WALES

