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**Holiday In Term Time**

**Section A**

To be completed by the Parent/Guardian at least 2 weeks in advance.

Name of Child:	Class	DOB	Address	Tel no.
1.				
2.				
3.				
4.				

Holiday dates: (including possibility of late flight arrivals if possible)

From: ..... to .....

Destination .....

Return to school date.....

(NB - This is for child protection reasons ensuring all our children are safeguarded)

**Declaration:**

I understand that this holiday request may be authorised or not authorised and the head teacher will use his/her discretion in making the decision based on my child's circumstances. If the head teacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the school's attendance policy.

Parent/Guardian Signature.....

Section B

To be completed by staff during the term of the holiday.

Absence Authorised/Unauthorised and Year to Date Attendance

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A copy will be retained on file for our records.