



Castell Alun High School
Fagl Lane, Hope,
Flintshire, LL12 9PY
01978 760 238
www.castellalun.com
Head/Pennaeth: Mr C. Ellis

Holiday/Absence Request in Term Time Form

Name of Student:		Tutor Group:	
Reason for Absence:			
Date from:		Date to:	
Destination:			

Green	100%	Not missed any lessons
	99%	Missing about 10 lessons
	98%	Missing about 20 lessons
	97%	Missing about 30 lessons
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 weeks
	95%	Missing about 2 weeks of school
	93%	Missing 14 days of school. This is almost three weeks of education lost
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning that may have a detrimental effect on achievement

Declaration

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

Parent/Guardian:		Date:	
------------------	--	-------	--

If you have not heard from School within 5 working days, then your holiday/absence has been authorised

Staff Use

Reasons for refusal to authorise absence:	
Reasons for authorising absence:	
Signed:	



Respect, Determination, Honesty
Parch, Penderfynolrwydd, Gonestrwydd