



## Ysgol Gynradd **Tycroes** Primary School

*Pontarddulais Road, Tycroes, Ammanford, SA18 3QD  
Pennaeth / Headteacher: Mrs Sally-Anne Watts BA(Ed)Hons,  
DipEd, NPQH*

### **APPLICATION FOR ANNUAL HOLIDAY LEAVE OF ABSENCE**

#### **FOR HOLIDAYS DURING TERM TIME**

Dear Parents/Carers,

Thank you for requesting a 'Leave of Absence' form, which is attached. Please complete and return the form to school **at least ten school days** before your intended holiday.

All applications for holidays during term time will be considered on an individual basis and dependent on attendance data being above 90%. The maximum number of days holiday which can be taken during term time is **10 days** between 1<sup>st</sup> September and 31<sup>st</sup> August in any academic year.

When considering future family holidays during term time, I would ask to consider the following:

- a) Not to take holidays during term time, but to take holidays during scheduled school holidays; and
- b) The effect the absence from school may have on your child's education and development.

I would ask that on your return from holiday, your child returns to school promptly.

Yours sincerely

Mrs Sally-Anne Watts  
**Headteacher**