



BASIC SKILLS  
AGENCY'S QUALITY  
MARK AWARD  
2003  
2006  
2009



INVESTOR IN PEOPLE  
2010

# Cwm Glâs Primary School

Colwyn Avenue, Winchwen, Swansea SA1 7EN

Headteacher: Mr. P.M. Osborne B.Ed. (Hons) M.A. Ed.  
Deputy Headteacher: Mr. N.B. Craven B.A. Ed. (Hons)

☎: (01792) 771693  
☎: (01792) 796054

✉: Cwm.GlasPrimary@swansea-edunet.gov.uk  
🌐: www.cwmglasprimary.uk.org



A CITY & COUNTY  
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## Holiday/Absence Request Form

Section A - To be completed by Parent/Guardian at least 7 days in advance of the release time requested

Holiday dates from ..... to .....

Number of school days which require authorisation.....  
(N.B: A maximum of 10 school days per child in any one academic year may be authorised by the Head Teacher)

Parent/Carer to complete			School to complete	
	Name	Class	Attendance % this year so far	Holiday absences?
Child 1				<input type="checkbox"/> yes <input type="checkbox"/> no
Child 2				<input type="checkbox"/> yes <input type="checkbox"/> no
Child 3				<input type="checkbox"/> yes <input type="checkbox"/> no
Child 4				<input type="checkbox"/> yes <input type="checkbox"/> no

Due to child protection procedures please supply the address your child(ren) will be staying at during his / her absence from school and a contact telephone number.

Holiday Address :

.....  
.....

Contact Telephone No: .....

Signed..... Date.....



<i>BECTA IT Quality Mark</i>	<i>BT Citizenship Award</i>	<i>Eco Schools Award</i>	<i>Healthy Schools Award</i>	<i>Swansea Gold Recycling Award</i>	<i>Eco-Flag</i>	<i>Active Marc Cymru</i>	<i>Swansea in Bloom</i>
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## SECTION B - To be completed by School

Number of previously requested holiday dates: .....

Your request for authorisation of the above holiday period during term time:

- has been authorised
- has not been fully authorised as it exceeds the time the school may allow
  - Of the period requested..... days will appear as 'unauthorised absences' on your child's end of year report
- has not been authorised as:
  - Your child(ren) already has/have more than 10% absences this year
  - Your child(ren)'s attendance over an extended period is already unacceptably low

Please note that:

- No tests will be administered during the period requested above
- During the period requested above the annual Special Educational Needs Audit for the county will be taking place and we recommend that your child be present
- During the period requested above our annual standardised tests will be taking place and we recommend that your child be present

A completed copy of this form will be returned to you so that you may maintain a record of your holiday requests at home.

**Signed..... Head Teacher      Date.....**



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