



Builth Wells High School
Builth Wells, Powys LD2 3BW

Ysgol Uwchradd Llanfair-ym-Muallt
Llanfair-ym-Muallt, Powys LD2 3BW

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Pennaeth/Headteacher: Mrs Shân E. Davies

APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY

Dear Parent(s)/Carer(s)

Holidays in Term Time

Thank you for requesting a 'Leave of Absence' form. Please complete the section below and return to the school at least two weeks before your intended holiday.

All applications for holiday in term time will be considered on an individual basis and maximum number of days holiday, which can be taken in term time, which is TEN DAYS in any school year.

However, when considering future family holidays in term time I would ask that you consider the following:

- a) try not to take holidays during term time if your child is preparing for, or taking, internal or external examinations
- b) the effect the absence from school may have on your child's development
- c) where possible take family holidays during school holidays.

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

Yours sincerely

Mrs S E Davies
Headteacher

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Application for Leave of Absence for Annual Holiday

I request that (name of child), Form
be granted leave of absence from Builth Wells High School from
to in order to go on an annual holiday.

Signed Parent(s)/Carer(s) Date

Signed Headteacher Date