Parental request for term-time absence for holidays.

The Local Authority is fully supportive of the national drive to raise school attendance, recognising the crucial link between attendance and attainment. Great strides have been made in Swansea and across Wales to ensure that excellent attendance is a priority.

Whilst considering each request on its merits, head teachers do play an important role in scrutinising term time absence and should properly apply any discretion based upon their knowledge of the pupil and their family. Where possible and in appropriate circumstances the taking of an absence during term time should be actively discouraged.

Parents should be advised to avoid term time disruption and reminded of the link between attainment and attendance.

Head teachers should carefully consider before granting a leave of absence:-

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| * Age of the child * Time of year of the proposed trip * Length and purpose of the holiday * Impact on continuity of learning * Circumstances of the family | * Wishes of the parents * Overall attendance pattern * The stage of education * The child’s progress * Any cultural issues |
| * Benefits to the child | * Any guidance or clarifications issued by Welsh Government or Ministers |

For term time holidays approval must be sought in advance with a request submitted ideally two school weeks in advance to enable sufficient time for consideration. Head teachers cannot by law authorise a term time holiday after the event and in such cases the absence will be marked as unauthorised.