



ELT/MAB/GW

July 2011

Annwyl Parent/Guardian

Forge Lane, Bassaleg,  
Newport, South Wales, NP10 8NF  
Telephone: 01633 892191  
Facsimile: 01633 894699  
E-mail: bassaleg.school@newport.gov.uk  
www.bassaleg.newport.sch.uk

Thank you for requesting a Holiday Form. Could you please complete the slip below and return it to your child's Form Tutor.

1. Parents/guardians should know that we are only permitted by law to recognise ten school days as an authorised absence for holidays in any given year.
2. Any days above this figure do not have any legal support and will therefore count as unauthorised absence both for the records of the school and that individual pupil.
3. Even where we can legally authorise holidays, parents/guardians should recognise the gaps that these can leave in a pupil's learning process and the consequent necessity to catch up upon missed work or request it in advance (although neither is a full substitute for the teaching process). Our professional educational advice therefore is that parents/guardians should not take their children out of school for holidays at any time in the school year.
4. We would particularly like to advise against the taking of holidays at critical times. These would include the following:
  - The whole of year 11
  - The whole of years 12 & 13
  - Internal mock examination weeks – details of which may be obtained in advance from the Examinations Officer.
5. Parents/guardians should be aware that Bassaleg School has a pupil Attendance Policy (a full copy of which is available on request) and a commitment to raising attendance. Should a pupil's attendance fall below the School target percentage, even for legitimate reasons, then parents/guardians are informed by letter as a form of awareness raising.

Yr eiddoch yn gywir

**E J Thomas**  
**Headteacher**

✂=====

**BASSALEG SCHOOL**

**Name of pupil:** ..... **Form:** .....

I, ..... parent/guardian of the above named pupil, request permission to take him/her on holiday for the period:

..... 20..... to: .....  
20.....

**(When this form is complete, please return it to your child's Form Tutor)**

**Signed:** ..... **Parent/Guardian**      **Date:** .....

