



## Home School Information in regard to Extended Holidays

To be agreed and completed by school representative and parent / guardian.

**This information is an acknowledgement of the proposed absence of the child / children from the school by parents and should not be viewed as the school agreeing to the absence.**

Name of Pupil/s:	DOB	Year
Name of school:		
Head Teacher:		
Place of visit:		
Date of visit:		
Agreed return date:		
Address / contact details for visit:		
Mobile phone:		
UK contact details: (name, address and contact number of a relative or friend who we can make contact with whilst you are away)		

The school will record the child / children as being absent in accordance with the school's attendance policy and the school will enter a code on the pupil's record at the discretion of the Head Teacher. This will adversely affect the percentage of attendance figures for your child / children for the academic year. The maximum of 4 weeks is the period of absence for such requests.

The parent/s or guardian/s will discuss with the school about taking work to ensure that the child/young person keeps up with their education during the visit abroad.

If the pupil/s do/does not return by the agreed date they may be at risk of losing their school place.

**If there is a valid reason that the agreed date of return cannot be kept, it is vital that this is communicated to the following person at the school:**

Staff member: Mrs S Couch - Attendance Manager

Tel number: 01633 265792

Email address: stwoolos.primary@newport.gov.uk

Failure to return on the agreed date may prompt welfare concerns; a child or young person who goes missing from education may be considered to be at risk of significant harm.

Contact will be made with the Senior Education Welfare Officer and/or the authority's Child Protection Officer for Education.

**Any such concerns will be immediately referred to the statutory authorities for consideration.**

Signed: .....Parent or Guardian Date: .....

Signed: .....Head Teacher Date: .....

A copy of this contract will be given to the school's allocated Education Welfare Officer and stored in the pupil's records.