



**YSGOL GYNRADD LLANDEGFAN
LLANDEGFAN, YNYS MÔN, LL59 5UW**



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Safle'r Rhyngrwyd/Website: <http://ysgolllandegfan.cymru/index.html>
Pennaeth / Headteacher: Mr D Hood

Request for Authorised Absence from School

To:

Authorised absence from school is requested for:

Name of child/ren: _____

Dates: from: _____ to _____

Reasons for seeking absence during school time:

Signed: _____ Date: _____
(Parent/Guardian)

N.B.

- Absence from school for an annual family holiday or an extended trip abroad can only be authorised by the school. You are advised not to book a holiday until the school has responded to say whether it is authorised or not.
- Authorised absence from the school for any other reasons are also at the discretion of the Headteacher.
- Absence not approved by the school in writing and in advance will be recorded as 'unauthorised'.

Unauthorised absences will be dealt with in line with the Local Code of Conduct for Fixed Penalty Notices. A copy can be requested or downloaded from Isle of Anglesey county council website.
