



Ysgol Gynradd Gymunedol Aberdaugleddau Milford Haven Community Primary School

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Headteacher:	Mr S Thomas

12.6.25

Dear Parents/Guardians,

We are writing to inform you about a recent update to our process for authorising family holidays during term time.

Moving forward, we have implemented a revised procedure to ensure a fair and consistent approach when it comes to holiday requests.

To request approval for a family holiday, parents will be required to complete a **Holiday Request Form**, which is available on the Parent App, or a paper copy can also be requested from each of the offices on both The Meads and Prioryville sites.

Once the form has been submitted, an **Attendance Panel** will review each request to determine whether the holiday can be authorised or not.

The panel will consider the following criteria before making a decision:

- 1. Current Attendance Record** – A student's overall attendance will be assessed to ensure it meets the required standards. *Is the child's attendance above the school target of 93%?*
- 2. Timing of the Holiday** – *Will this holiday place the child below the school target of 93% and make it unlikely they will be able to improve their attendance to the school target after returning from the holiday?*
- 3. Previous Absences** – A history of past absences and holidays will be taken into account. *Was the child's attendance above the school target of 93% last year?*
- 4. Special Circumstances** – *Are there exceptional circumstances we need to consider for the family?*
- 5. Milford Haven Cluster of schools** - *Are there siblings in school or in the secondary school? Confirmation will be sought on the decision of the other school if the request has also been submitted.*

We believe this revised approach will allow us to better manage holiday requests while maintaining the high standards of education that we are committed to providing.

If you wish to request a holiday during term time, please ensure you complete the form on the Parent App as soon as possible. The Attendance Panel will then process each request individually.

Please note that no holiday will be authorised in the month of September unless exceptional circumstances apply.

Any family where a holiday has not been authorised following assessment of the criteria above, who continue to attend the holiday, will be issued with a fixed penalty notice.

Thank you for your understanding and cooperation in this matter. Should you have any questions, please do not hesitate to contact us.

Kind regards,

Mr Stephen Thomas
Head Teacher