



Attendance Policy - Term Time Holidays

The Academy urges parents/carers to avoid, if possible, booking family holidays during term time. The law states that parents/carers do not have the right to take their child out of the Academy for holidays during term time. We strongly disapprove of students being taken on holiday in term time as this can seriously affect their education.

If, in exceptional circumstances, families are forced to take a holiday in term time you must fill out this form in advance to ask permission for the absence. However, in keeping with our current policy, it is **highly unlikely** that **any** such holidays will be authorised.

If you go ahead with the holiday when unauthorised, you could incur a Fixed Penalty Notice issued through the Local Authority. This will be £60 for each parent/carer for each child if paid within 28 days; £120 if paid between 29-42 days.

Safeguarding

As part of our safeguarding responsibility we may ask to see booking documentation for your trip. This will not affect the decision to authorise or decline your request.

Absence Request Form

Please complete this form to request leave of absence during term time and hand in to the Attendance Officer

I wish to apply for my child to take a leave of absence during term time.

I understand that this will result in my child missing valuable learning.

Student(s) Name(s): _____ Form(s): _____

Dates of absence: _____ First day of absence:/...../..... Last day of absence:/...../.....

Number of school days missed:

Reason for requesting a holiday / absence at this time: _____

*** IF THIS APPLICATION IS DUE TO WORK COMMITMENTS THEN WE REQUEST THAT A LETTER FROM YOUR EMPLOYER IS ATTACHED TO THIS FORM.**

Full name and address of parents/carers applying for holiday/absence leave:

Name: _____

Address: _____

Post Code: _____

Full name and address of parents/carers taking child on holiday/absence (if different from above):

Name: _____

Address: _____

Post Code: _____

Name of brothers/sisters at other Kirklees Schools _____

Name of School _____

Signed: _____ Parent/Carer Date of application:/...../.....

Headteacher: Ms Bev Matthews

Deputy Headteachers: Mr Jerry O'Hara & Mr Michael Steer

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