



**Howard Park Community School**  
St. Peg Lane  
Cleckheaton  
West Yorkshire  
BD19 3SD  
  
Tel: 01274 335262  
Email: office@howardpark.co.uk



Name[s] of child/children

First day of absence

Date back in school

Signed

Parent/Carer

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### Attendance and Holidays in Term Time

The government have changed their stance on Head teacher's discretion on authorising in term holidays. It is now only going to be possible to authorise any holiday if there are exceptional circumstances. These are as follows:

1. Where a parent has to take holidays at a time specified by their employer. This would include parents who work in certain professions, for example farmers or fire fighters. Head teachers will use their knowledge of families to manage requests made by self-employed parents.
2. Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue.
3. Where parents are considering emigration and wish to visit the country as part of their consideration.
4. To attend a wedding or funeral of a close member of the family that is taking place out of the area.

Evidence would be required in each case.

In addition holidays will not be authorised for any reason at the following times-

1. The first few weeks of any academic year (applies to all pupils).
2. Year six transition day (for pupils in year six).
3. Year 6: between February Half Term and SATS week

I appreciate that this is a significant change but unfortunately I cannot do anything about this. The governors will be meeting in the Autumn term to agree a new school policy which may well include penalty charges for anyone who takes their children out of school for unauthorised absences. Although a huge change we do all agree that good attendance at school is essential if your child is to achieve their full potential.

Within the primary sector it is expected that pupils attend for at least 95% of possible sessions so any absence puts them at risk of missing this target.



Visit us at [www.howardpark.co.uk](http://www.howardpark.co.uk), Email us at [office@howardpark.co.uk](mailto:office@howardpark.co.uk), Call us on **01274 335262**  
**Head Teacher:** Mr M Newby Bed (Hons) (NPQH), **Deputy Head Teacher:** Mr J Pickles: BSc (Hons) QTS (NPQH)