



Howard Park Community School
St. Peg Lane
Cleckheaton
Bradford
West Yorkshire
BD19 3SD

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Holiday Request Form

Name of Child/ Children:

Information to support this request:

First day of absence:

Date of return to school:

Signed:

Attendance and Holidays in Term Time

The Government stipulates that absence during term time is only acceptable under certain 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, factory workers, fire fighters etc. 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, which is, taking place further than is reasonable travelling distance within one day.

Should one of these situations apply to your request then we would ask for evidence to support it.

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

1. The first two weeks of any academic year.
2. Year Six transition days.
3. Half Term Five, when pupils in Y2 and Y6 take SATs tests

Within the primary sector it is expected that pupils attend for at least 97% of sessions, any absence puts your child at risk of falling behind with their studies and ultimately not performing to their full potential.

Should the absence not fit in to the above guidelines then a penalty of £60 per child, per parent will be lodged.



Visit us: www.howardpark.co.uk, Email us: hello@howardpark.co.uk, Call us: 01274 864972
Head Teacher: Mr M Newby BEd (Hons) (NPQH),
Deputy Head Teacher: Mr J Pickles: BSc (Hons) PGCE (NPQH)

