

## NUNTHORPE SCHOOL STUDENTS' HOLIDAY POLICY

Dear Parents/Carers,

We wish to remind you of our school's Students' Holiday Policy which is available in full as part of the Attendance Policy and Procedures which is available via our website. Brief details of this policy are outlined below:

Only the Head Teacher can authorise term time holidays.

The Head Teacher will not normally authorise more than 10 days family holiday absence in any academic year unless there are **very** exceptional circumstances, and will also only authorise one period of holiday absence per academic year – no matter how long. **We will not authorise holidays for any Year 10 & 11 students at any time, or for any Year 7, 8 & 9 Students during the Autumn Term.**

Except in very exceptional circumstances parents/guardians should provide at least one month's advance notice in writing of any planned absence.

The student and family should make arrangements to undertake schoolwork during the holiday/or arrange to complete schoolwork they have missed as soon as possible upon return (these deadlines will be negotiated with the PDL).

**Except in very exceptional circumstances holiday absence will not be authorised at the following critical times:**

- a. **At any time in the Autumn Term.**
- b. **For any student whose absence was avoidably below 95% in the previous academic year.**
- c. **At any time during formal external examination.**
- d. **For any student who is persistently late.**
- e. **For any student with a history of poor behaviour.**  
**and an accompanying letter must be submitted explaining why you wish to take this holiday during term-time.**

Holiday absence taken without approval will be recorded as an unauthorised absence and may be referred to the Education Welfare Service. The Education Welfare Service will then decide on the appropriate action to take which could include formal written warnings or the issue of a penalty notice. The decision on which action to take will be influenced by the child's attendance history and the holiday circumstances. A penalty notice may be issued where it is believed appropriate and necessary to do so.

Thank you for your support in ensuring good attendance.

Rachel Smith  
Assistant Headteacher - Inclusion

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**REQUEST FOR AUTHORISATION FOR HOLIDAY IN TERM TIME**  
PLEASE REFER TO THE ATTENDANCE POLICY AND PROCEDURES,  
AVAILABLE VIA OUR WEBSITE, BEFORE SUBMITTING THIS HOLIDAY  
REQUEST

**I wish to apply for:**

Name(s) of child(ren) ..... Tutor .....

..... Tutor .....

..... Tutor .....

to be authorised as being absent from school from ..... To.....(inclusive)

**and I attach a letter explaining why this holiday has been requested for term-time.**

Total Number of School Days Absent: .....

Signature of Parent/Carer ..... Date: .....

**Please note that no holidays for any Years 10 and 11 Students will be authorised during Key Stage 4, or for any Years 7, 8 & 9 Student during the Autumn Term.**

Nunthorpe School agrees to your child(ren) being absent from school on the specified dates only for the purpose of a family holiday.

Nunthorpe School does not authorise your request for holiday leave in term time for the following reason:

.....  
**(please refer to the Attendance Policy and Procedures available via our website and the letter on the rear of this form)**

**NB If the holiday is taken without it being authorised the School may report the absence to the Local Authority who may issue a Penalty Notice, per parent, per child.**

Signed: ..... (Head Teacher) Date: .....

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