

# **SUMMERCOURT ACADEMY**



## **NOTES ON FAMILY HOLIDAYS.**

### **Planning your holiday**

We publish the dates of school terms well ahead and they are also available on the Cornwall County website. This is to help you plan your holidays. When you book your holiday, please check that it does **not** clash with the school term.

### **FAMILY HOLIDAYS.**

It is the policy of the LA to discourage absence for holidays during term time. Summercourt Academy does not authorise holidays during term time unless there are very exceptional circumstances. The school supplies forms requesting holiday absence (these must be given to the Head of School at least 4 weeks in advance) and these are available to parents from the school office or it can be downloaded from our website. [www.summercourtacademy.org](http://www.summercourtacademy.org)

When a request is received the Head of School will consider it, taking into account of:

- The overall attendance pattern of the pupil.
- Any exceptional circumstances.

A text message confirming or refusing the request will be sent by the Head of School to parents. The absence request form makes these criteria clear at the time of request.

**Absence will never be authorised during SATS assessment week.**

### **Your legal responsibilities.**

You have a legal duty to make sure your child attends school regularly and punctually.

We ask you to heed the following advice from Cornwall Council:-

'If you decide to take your child out of school, without permission, you are committing an offence under the Education Act 1996. Schools may refer the matter to Cornwall Council who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and / or custodial sentences.'

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## Application for Leave of Absence

Name of Child .....

I/We wish to apply for Leave of Absence from school:

from .....to .....No of days:.....

The reason for this absence during school time is  
(a **full** explanation must be given as to why absence cannot be taken during school holidays)

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.....  
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Signature of Parent/guardian .....

Date .....

**We are not able to authorise holidays during term time.**

**AUTHORISED.....Headteacher**

**UNAUTHORISED.....Headteacher**

Date .....

Signature of Headteacher .....Date.....

This form is to be completed by the Parent or Guardian and returned to the School Office at least one week before the leave of absence.

*For School Use Only:*

*Number of Absences this Academic Year:*

*Attendance percentage this Academic Year:*

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Headteacher comments-----

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