**Scalby Academy**

**Application for absence for holidays in term time or leave of absence**

We cannot authorise any term time holidays unless there are exceptional circumstances. Please see our website for full details on our Attendance Policy.

Applications should be made as far in advance of the holiday as possible, and you should speak to the school before you book.

**Please note that North Yorkshire Local Authority fine for any holidays that consist of 5 or more days, in any 10- week period.**

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| --- | --- | --- | --- |
| **Child’s First name** | **Child’s Surname** | **Year Group** | **DOB** |
| 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | / /  / /  / /  / / |
| **First Date of Leave** |  | **Last Date of Leave** |  |

|  |  |  |
| --- | --- | --- |
| Reason for taking a holiday in term- time/leave of absence |  | |
| Would they miss any examinations? | | Yes / No |
| Is his/her attendance already below 90% or a previously agreed individual target? | | Yes / No |
| Would they be absent for more than five school days? | | Yes / No |
| Have they already had leave during term-time this school year? | | Yes / No |
| Did (s)he have leave of absence during term-time in the previous school year? | | Yes / No |

From January 2024 both parents may receive a penalty notice per child

Parent Name …………………………Signed ……………………………..Parent / Carer \*Must have parental responsibility or day to day care for named child/ren

Date of application ……./…..…/.…….

If you go ahead with the leave of absence when unauthorised, you may receive a Penalty Notice issued by the Local Authority. Please see attendance policy for details of penalty notices.

Please send completed forms to scalbyacademy.org.uk