



Headteacher: Mr A Hunter

Notification of Leave

Pupil Name:..... Tutor Group:.....

School(s) Attended by Siblings:.....

Proposed Dates of Absence:.....

Reason for Absence:.....

.....

It is the policy of the Suffolk Local Authority **not** to authorise any holidays in school term time.

Furthermore if there are 8 unauthorised sessions (4 days in total) throughout the academic year you will receive a Fixed Penalty Fine. (Guidance can be found on the Suffolk County website).

Samuel Ward Academy, in line with the Local Authority Policy will only authorize holidays that meet the following criteria and only at the discretion of the Head of School.

Special or mitigating circumstances which indicate that the leave should be granted, e.g.:

- Father or mother in the armed forces
- In some instances, farm workers

Signed Parent/Guardian:..... Date:.....

To be completed by the school:

Leave for family holiday should NOT be authorised unless the mitigating circumstances warrant authorisation. If the Local Authority has begun legal proceedings the holiday will NOT be authorised.

Leave Authorised

Leave NOT Authorised:

Signed Headteacher:.....Date:.....