

HOLIDAY REQUEST

CHILD'S NAME:

CLASS:

I would like to request permission for my son / daughter (*please delete*) to be absent from the Academy on the following dates:

First day of absence:

Last day of absence:

Total number of days absent:

Reason for Absence:

.....
.....
.....

** see notes below*

Parent/Carer Signature:

Parent/Carer Name: Date:

No holiday request will be authorised during term time unless there are exceptional circumstances, examples of which can be found in our Attendance Policy. NOTE – where a pupil has had 10 sessions (equivalent of five days - consecutive or otherwise) of absence over the period of two consecutive half terms, a penalty notice will incur and a fine will be considered.

Data Protection Information

We process your data in accordance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679 of the EU) & Data Protection Act 2018. For information please see the data protection policy and privacy notice on our website.

Head of School: Mrs N. Whittaker
Tonge Moor Primary Academy, Brierwood, Bolton, BL2 2PF
Telephone: 01204 328994 Website: www.tongemooracademy.org Company Registered Number: 07628909