

# Hawthorn Community Primary School

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## Request for Leave of Absence from School in Exceptional Circumstances

The law states that the parents are compelled to ensure that their child attends school unless there is a reasonable excuse for non-attendance.  
Family holidays during term time are no longer deemed as a reasonable excuse.

In normal circumstances the school requires a minimum of **1 week notice** for the Request for Leave of Absence and will aim to make a decision within 2 working days.

Your request will be considered using the following points:

1. The child's previous attendance history (children with less than 95% attendance are deemed as of concern)
2. The age of the child/children
3. The child's stage of education
4. The time of year (SATs or assessment times)
5. The nature of the absence

Please note that unless the **school** considers there to be exceptional and valid reason(s) then leave of absence will not be authorised.

Date(s) Requested: From: \_\_\_\_\_ To: \_\_\_\_\_ Total School Days: \_\_\_\_\_

First Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Second Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Third Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

The special circumstances you would like to be taken into consideration are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that if this request is declined then any absence will be treated as unauthorised. Absences of a minimum 5 consecutive days (a school day is two sessions – am and pm) will be referred to the Educational Inclusion & Partnership Team and a Penalty Notice of £120 per parent/adult for each child, reducing to £60 for early payment, could be the outcome.

Signed 1<sup>st</sup> parent/carer: \_\_\_\_\_ Signed 2<sup>nd</sup> parent/carer: \_\_\_\_\_

Printed full name: \_\_\_\_\_ Printed full name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Although we do not insist that both parents sign, the completed form will be returned to both parents with parental responsibility if living at separate addresses.**

**Return to School Office**

### Office use only

Current Attendance % \_\_\_\_\_ Previous Absence Request this academic year: YES / NO

Comments \_\_\_\_\_

Sims updated

Class register updated

**Office use only**

**Request for Leave of Absence from School response**

First Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Second Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Third Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Authorised Number of days: \_\_\_\_\_  Unauthorised: Number of days: \_\_\_\_\_

Comments: \_\_\_\_\_

Signed: \_\_\_\_\_ Date posted back to parents/carers: \_\_\_\_\_  
(this form will be returned to both parents with parental responsibility if living at separate addresses)

**Referred to Educational & Inclusion Partnership Team Entitlement Service (minimum 5 days consecutive) Yes / No**

**Please note that an initial penalty notice of £120 per parent/adult for each child, reducing to £60 for early payment could be issued if the absence is referred to the Educational Inclusion & Partnership Team**

## Information for Parents/Carers

- Please read this form and instructions thoroughly and carefully.
- Complete the form stating the exceptional circumstances to be taken into consideration.
- Return the form to the school office at least 1 week before the intended absence
- The school aims to inform you of the decision within 2 school days of receipt via the return slip above
- The school is required to report unauthorised absences of 5 days or more to the Educational Inclusion & Partnership Team and a penalty notice could be issued

## **STOP – PAUSE – THINK** **About the effect of Leave of Absence from school** **in term time has on your child**

- Any term time absence clearly has an impact on any child's education which can be critical in some year groups and especially at certain times of the year.
- Holidays in term time are not a right and will not normally be granted. Holiday prices, and the fact that parents have booked a holiday before checking with the school, are not special reasons.
- Holidays/absences in term time are extremely disruptive for both pupils and teaching staff and are actively discouraged by the school and the local authority.
- It remains a discretionary power of the school to authorise leave of absence.
- Leave will only be granted where proper procedures have been followed and the permission given by an authorised person within the school.
- Leave of absence will not be granted retrospectively.