



Rothersthorpe C.E Primary School

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Rothersthorpe, Northampton. NN7 3HS
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Rothersthorpe C.E. Primary School Leave of Absence Request Form

At Rothersthorpe school we believe that regular attendance throughout the year is essential to every child's success, wellbeing and educational outcomes.

In accordance with the [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#), we have the power to grant leaves of absence under exceptional circumstances, and a holiday is not generally considered to come under those circumstances. If the absence is for unauthorised term time holiday, parents may face paying a fine.

It is the responsibility of the local authority to decide when to issue fines to parents. However, under the Department for Education's (DfE's) statutory guidance on ['Working together to improve school attendance' \(applies from 19 August 2024\)](#), all schools are required to consider a fine when a child has 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

We expect you to consult the school before making any plans that will involve your child's absence from lessons or other commitments, by completing this form and returning it to the school office at least two weeks before the start of the absence.

Child's Name _____ Class _____

My child will be absent from school from: _____ to _____

Reason for absence (please attach letter if necessary eg medical appointment letter)

Signed: _____ Date: _____

For school use only:

Tick as appropriate:

☐ Request approved for _____ day/s from the dates and time:

☐ A personal discussion with you is requested. Please contact the school office to make an appointment.

☐ Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

Please note: This leave of absence form serves as a penalty notice warning letter to parents/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.

Headteacher: _____ Date: _____

Pupil's current attendance rate: _____