

# East Hunsbury Primary School

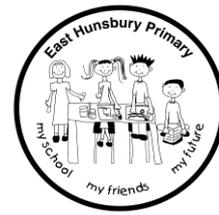
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website: [www.easthunsburyprimary.org.uk](http://www.easthunsburyprimary.org.uk)



2025-2026

## LEAVE OF ABSENCE REQUEST FORM

Please read attached letter and information.

(Please complete all sections)

Name of child:..... DOB:..... Class:.....

Dates from ..... to ..... Total days.....

\*Reason for leave of absence (e.g. Funeral, medical procedure, holiday).

.....  
.....

Printed by parent ..... Signature of Parent/Carer .....

Printed by parent ..... Signature of Parent/Carer .....

**PLEASE ALSO SIGN TO CONFIRM THAT YOU HAVE READ AND UNDERSTOOD THE CONSEQUENCES OF TAKING YOUR CHILD OUT OF SCHOOL (see attached letter and information)**

I have read and understand the national framework and understand the consequences of taking my child out of school.

Signed:..... Parent/Carer

Signed:..... Parent/Carer

To be completed by school office:

Child's % attendance.....

Unauthorized by school..... Authorized by school .....

Signed by headteacher .....

Headteacher: Mrs K Pennington



August 2024

Dear Parent/Carer

Re: National Framework for Penalty Notices for school absence

I am taking this opportunity to write to inform you of some important changes the Government are introducing regarding school attendance and the issuing of penalty notices when children are absent from school.

There is a new National Framework for Penalty Notices. The regulations will come into effect from the 19th of August 2024. The aim is to improve consistency in the use of penalty notices across England.

The national framework includes:

- A single consistent national threshold for when a penalty notice must be considered of 10 sessions (usually equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years. For example, 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term.
- An increase to the rate of a penalty notice from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another tool must be considered (such as prosecution or another attendance legal interventions).
- Prosecution under section 444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment.
- Prosecution under section 444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.

West Northamptonshire Council have consulted with schools to develop a revised local code of conduct. The document will be published on West Northamptonshire Council's website.

We have amended our School's Attendance Policy in line with the new National Framework for Penalty Notices, a copy can be found on our website.

We believe good attendance is essential to support your child in getting the most out of their education and we thank you for your continued support.

If you have any queries, please contact the school. We thank you for your continued co-operation.

Yours Sincerely



Mrs K Pennington Headteacher

The decision to authorise for absence for exceptional circumstance is at the Headteacher's discretion and each request will be considered on an individual bases.

The following reasons constitute exceptional circumstances in NPAT schools:

- Up to 5 days funded by charitable organisations previously agreed or requested by the school.
- Armed forces workers who are unable to gain leave during school holiday times. Written evidence must be presented.
- Extended leave for cultural or religious reasons where a family lives abroad (up to 10 days maximum).

Exceptional Holiday requests will not be considered for children whose attendance is below the historic National Average of 96% for primary pupils or for pupils who are in Year 6 until after their SATs have been completed in May.

Parents who take unauthorised holiday absence will be sent a holiday warning letter outlining the implications for the future.

Procedure for requesting holidays for exceptional circumstances:

- The Parents/Carers write a letter to the Headteacher and submit it at least two weeks prior to the holiday date.
- If necessary, parents/carers can make an appointment with the Headteacher or member of the Senior Leadership Team (SLT), at this time, to discuss their reasons for considering a holiday during term time.
- The Headteacher will request 12-month attendance figures for the pupil(s) involved.
- The Headteacher or SLT will make a decision based on the above criteria and inform Parents/Carers, within two working days of the meeting or application, in writing.

**Where parents keep a child away longer than the period agreed, the additional days will be recorded as unauthorised.**