



Hazlewood Community Primary School,
Canterbury Way, Woodlands Park, Wideopen,
Newcastle Upon Tyne. NE13 6JJ.
Tel:(0191) 2007911
Fax:(0191) 2007912
Email:hazlewood.primary@northtyneside.gov.uk
www.hazlewoodprimary.co.uk
Headteacher Mr. S. Bommel

LIMITLESS POTENTIAL

IGNITE PASSION

EMBRACE DIFFERENCE

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME FORM

Name of Pupil	
Date of Birth	
Class	
Address	
Contact Number	

I request permission for my child to be absent from school between:

First Day of Absence	
Date of Return to School	
Total School Days Missed	

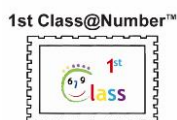
Please fully explain the **exceptional circumstances** that you would like the Headteacher to consider **(please continue on a separate sheet if necessary.)**

Declaration (Please read the notes on the back of this form)

I have read and understood the information about leave of absence during term time, unauthorised absence and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Headteacher.

Signature..... **Date**.....

(Parent/Carer)



Important Information for Parents

As a parent/ carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning they have missed, which may ultimately affect exam and test results.

Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time but the law allows Headteachers to consider individual requests to authorise a leave of absence **in exceptional circumstances**

The Headteacher must be satisfied that the exceptional circumstances justify an authorised absence and it is entirely the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish this fact.

The request for an authorised leave of absence must be made in advance (at least four weeks) and the Headteacher may invite the parent into school to discuss the request before a decision is made.

If the circumstances relating to this request are considered exceptional and the absence is authorised by the Headteacher, the expectation is that child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

If the request for a leave of absence is refused and the absence is recorded as unauthorised, the Headteacher may refer the matter to the Local Authority requesting a Penalty Notice to be issued against you. This will be the case if insufficient notice is given to the school or if no notification is given at all.

A Penalty Notice is a fine of £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days. The Notice is per child, per parent, per holiday. For a family of two children with two parents, the fine could be as much as £240, doubling to £480 after 21 days.

If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies.