



Hipsburn Primary School, Lesbury, ALNWICK, Northumberland. NE66 3PX
Tel: 01665 830210
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Headteacher Mr Kevin Moloney

September 2026

REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME

Education (Pupil Registration) (England) Regulations 2006

Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 regulations explain clearly that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should also determine the number of school days a child can be away from school if leave is granted.

Name of pupil	
Date of birth	
Address	
Teacher/Year group	
Contact Numbers	

I request permission for my child to be granted leave of absence from school between:-

First Day of Absence	
Date of Return	
Total School Days	

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Headteacher to consider. (Continue on a separate sheet if necessary).

I understand that the Headteacher will:

- Authorise absence during term time only in exceptional circumstances and I enclose a letter explaining my request.
- need time to consider each case individually
- take into account the attendance to date of my child and consider the likely impact on my child's learning
- consider the time of request within the school year
- require that on return, I will ensure that my child catches up learning they have missed
- require that parents/guardians provide learning opportunities whilst absent e.g. supporting their child to keep a diary, to read, and to use maps and timetables
- record an absence 'unauthorised' where a request has been declined
- will reply by letter within three weeks of submission of this request

Declaration by Parent/Carer

I have read and understood the information regarding leave of absence during term time and unauthorised absence. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Headteacher.

Signature..... Print Name..... Date.....

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### FOR OFFICE USE ONLY

This request is agreed/declined Date of response letter to parents/carers .....

Signed..... Date.....

Comments:



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### **Important Information for Parents/Carers**

*Research suggests that children who are absent from school may never catch up on the learning they have missed, which may ultimately affect exam and test results. As a parent/carers 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.*

The Education Act (1996) requires parents to ensure their child attends school regularly. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that Headteachers may not grant leave of absence during term time unless:

- An application has been made in advance to the Headteacher by a parent with whom the pupil normally lives with: and
- The proprietor (Headteacher) or person authorised by the Headteacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to that application.

The Headteacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parents' responsibility when submitting the request to provide all the information and evidence to prove this.

The request for authorised Leave of Absence must be made at least two weeks in advance and the Headteacher may invite the parent/carers(s) into school to discuss the request before a decision is made.

If the Headteacher authorises the Leave of Absence it is expected that the child's attendance will be of a satisfactory level both prior and after the date covered by the request.

If the Headteacher refuses Leave of Absence and the absence is recorded as unauthorised, the Headteacher may refer the matter to the Local Authority requesting that a Penalty Notice be issued.

**All schools in the Alnwick Partnership have agreed that if an unauthorised leave of absence is taken during term time and the pupil's attendance in the 12 month period leading up to the leave of absence is less than 90% (the equivalent of nearly 4 weeks of school); an application for a penalty notice will be made.**

#### **Children who attend school every day:**

- Have the best chance of achieving well
- Are more settled
- Develop good work habits for the future
- Are better prepared for learning often enjoy school more.

#### **Children who often miss school or are late:**

- Miss important learning
- Can feel left out
- Develop poor work habits
- Suffer from low self esteem
- Are often unsettled
- Can find it hard to catch up
- Find it hard to be prepared for learning.
- Miss key concepts, special events, trips and visits.