



LEAVE OF ABSENCE FORM—2026/27

“There is clear evidence that any absence can and will have an impact on a child’s learning”

- There is clear evidence that any absence can and will have an impact on learning. It is therefore important that schools maintain good attendance levels and that parents support this by ensuring their children attend school regularly
- Headteachers will not be able to authorise any requests for leave of absence in term time unless there are exceptional circumstances
- Although no examples have been given to exceptional circumstances, North Northamptonshire Council state that Headteachers would not be expected to class any term time holiday as exceptional
- Parents do not have an automatic right for their children to have authorised absence. In certain circumstances, parents can be issued with a **Fixed Penalty Notice** which can require a parent to pay a sum of either £60 or £120. Each parent can be issued with a notice for each child so two parents with two children can potentially be issued with four notices.

Name of child(ren)Class(es) Current Attendance %.....

I request leave of absence for my child(ren) named above to be absent from school from:-

(date) _____ to _____

Reason/destination:

.....

Total number of days requested: Number of days already requested: (if applicable) ...

Signed:date:

Office Use Only:

Permission granted (authorised) / Permission not granted (unauthorised)

Reason for decision:

Signed: Mrs Lesley Middleton, Principal

‘Train up a child in the way they should go, and when they are old they will not depart from it.’
Proverbs 22:6

