



Broughton Primary School

Cransley Hill, Broughton, Kettering, Northants, NN14 1NB

Tel: 01536 790282

Headteacher: Ms. Claire Shortt

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www.broughtonprimaryschool.co.uk

LEAVE OF ABSENCE REQUEST FORM from September 2024

The Education Regulations of 2013 remove the right of schools to grant leave of absence during term time unless there are exceptional circumstances.

Parents should be aware that penalty notices of £80 may be issued by North Northamptonshire Council to each parent who fails to ensure their child/ren's regular attendance at school. For example; £80 per child x per parent. For an average family of 2 parents and 2 children the fine would equate to £320.00.

We still, however, require a form to be filled in and given to the office so that we have a record of your child's movements so we do not have to contact you if they are absent from school.

Name of child(ren).....

Year Group(s).....

I request permission for my child(ren) named above to be absent from school

.....(reason)

from to (give dates) Total days

During the current school year, *I have / have not** made such a request previously.

(*Please delete as appropriate)

Date

Signature of Parent/Guardian

I confirm that the above request *has been / has not been* granted.

Date.....

Signature of Headteacher

This application has not been authorised and will be referred to EIPT for consideration.
(Educational Inclusion and Partnerships Team at North Northamptonshire Council)

Key Dates

Preparation for Year 6 SATs begins in February and tests are in May.

As of April 2016 - Any unauthorised absences of 5 or more days in a 6-week period may result in a fine from North Northamptonshire Council.

