

Simon de Senlis Primary School

Hilldrop Road | East Hunsbury | Northampton NN4 0PH
01604 661 011 | info@simondesenis.org | www.simondesenis.org



Headteacher: Joanne Fennelly
Deputy Headteacher: Rachel Rosevear

Leave of Absence

Dear Parents and Carers,

Please note that, in accordance with legislation from the Department for Education, I cannot grant any leave of absence, including holidays, during term time, unless there are exceptional circumstances such as illness or a change in family circumstance.

Parents who choose to take their children out of school for holiday during term-time should understand that this absence is almost certain to be coded as 'unauthorised' and that, unless there are further exceptional circumstances, a request may be referred to West Northamptonshire County Council.

Please see the Pupil Attendance policy on our website: [Simon De Senlis Primary School - School Policies](#)

Ultimately, The County Council may enforce a fixed penalty notice should circumstances warrant this.

Please see www.northamptonshire.gov.uk for further details.

Please also be aware that children's attendance is monitored very closely on a weekly basis and a reduction in attendance, to below 96%, may result in a parenting contract being written between you and the school.

The Local Governing Body and myself view regular school attendance as essential for all pupils if they are to maximise and achieve their full potential.

If you are requesting leave of absence for your child/children, I ask that you notify me of the start and end date of the absence and for what reason, by completing this form and returning it to school at least two weeks before the start of the absence.

The form will then be returned to you with the outcome of your request.

Best wishes

Joanne Fennelly
Headteacher

Simon de Senlis Primary School

Hilldrop Road | East Hunsbury | Northampton NN4 0PH
01604 661 011 | info@simondesenis.org | www.simondesenis.org



Headteacher: Joanne Fennelly
Deputy Headteacher: Rachel Rosevear

Leave of Absence Form

Child's full Name Class

The dates my child will be absent from school are:

Day 1 of absence.....Return to school on.....

Total number of school days absent.....

We are travelling to (if appropriate)

Reason (If required, please attach a separate letter explaining the reasons for the request)

.....
.....

Signed: Date:
Parent / Carer

✂-----

To be completed by the school and a copy to be returned to parents of:

Childs full name.....Class.....

This absence from.....to.....total number of days.....

will be recorded as:

Authorised

Unauthorised

Referred to WNC for possible fixed penalty notice

Signed:.....

Headteacher / Deputy Headteacher