



**Newcomen Primary
School**

**Application for Leave of Absence of
School Child During Term Time**

**Absences taken in September and during formal examination periods
incur an immediate fine**

Leave of absence will not be granted for holidays during term time

Name: Class

Address:

Reason for application: Country of destination

1st day of absence to last day of absence

No of days requested Date of return to school

Name of Parent/Carer making the application (please print)

Signature of Parent/Carer: Date:

*(This form should be completed by the person with parental responsibility for the child
and be submitted to the Headteacher 4 weeks before any leave is taken.)*

**KS2 SATS
11-14 MAY 2026**

For Office Use Only

Attendance information for current year: % Attendance

No of days authorised absence: Medical Other Circumstances

No of days unauthorised absence: Medical Other Circumstances

Attendance information from previous year: % Attendance

No of days authorised absence: Medical Other Circumstances

No of days unauthorised absence: Medical Other Circumstances

Current punctuality issues:

- ♦ The application for Leave of Absence has been authorised
- ♦ The application for Leave of Absence has not been authorised due to Government Legislation

Signed: (Headteacher) Date:

- ♦ Where the Headteacher has agreed to Leave of Absence, this will be recorded as **AUTHORISED** absence.
- ♦ In all other cases, this will be recorded as **UNAUTHORISED** absence. Unauthorised absences may be referred to the Attendance & Welfare Service and incur penalty fines.

Leave of Absence

Being in school is important to your child's achievement, wellbeing and wider development. Evidence shows that high attendance throughout their time in school, supports children in their social and emotional wellbeing and in their academic achievement.

The Department for Education states: "Term times are for education. This is the priority." Children and families have 175 days off school to spend time together, including weekends and school holidays. Newcomen Primary School will rightly prioritise attendance and adhere to DfE and LA guidelines. The school policy is that absences will not be granted during term time and will only be authorised in exceptional circumstances (see below).

Absence during term time for holidays is not considered an exceptional circumstance.

Exceptional Circumstances

School defines an 'exceptional circumstance' as:

- 1 day for a family wedding
- 1 day for a family funeral
- Serious illness of a family member
- Service personnel returning from tours of duty
- 1 day for religious observance when the pupil's parents would be expected by their religious body to stay away from their employment in order to record the occasion.

In accordance with the New National Framework for Penalty Notices which is now in effect, a Penalty Notice may be issued to you by the Local Authority. For your first offence, the Penalty Notice is £80 per parent, per child if paid within 21 days and £160 per parent, per child if paid after this date but within 28 days.

Subsequent offences will be escalated which may result in prosecution. Please refer to Redcar and Cleveland's Penalty Notice Code of Conduct for further information.