

Hunmanby Primary School



NOTIFICATION OF LEAVE OF ABSENCE DURING TERM TIME

Acting under Government guidance, Hunmanby Primary schools will not grant leave of absence during term time from 1 September 2023, unless there are exceptional circumstances. The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

We appreciate the difficulties some parents/carers may have in taking holidays in the summer break due to the seasonal nature of work in the area and the impact this may have on families. However, holidays are not considered to be an exceptional circumstance and, therefore, I hope you will accept that requests for holidays during term time will not be authorised. Such absences will appear on a student's attendance record as an 'unauthorised absence' and a penalty notice will be issued.

It is essential that parents complete a Leave of Absence Form, before the first day of absence, so that the school/college is fully aware of your child's whereabouts during term time.

Name: _____ Form: _____

Reason for notification: _____

First date of absence from school/college: _____

Date of return to school/college: _____

Number of school/college days absent: _____

Signed: _____ (Parent/Carer) Date: _____

For Office Use

Form seen and signed by Headteacher: _____ **Unauthorised:** []

Authorised in extreme extenuating circumstances: []

Date reply sent _____