



## Rothersthorpe C.E. School

Church Street  
Rothersthorpe  
Northampton. NN7 3HS  
Phone: 01604 830995  
Email: head@rothersthorpe.northants-ecl.gov.uk  
School website: www.rothersthorpeprimary.net

### Rothersthorpe Primary School Leave of Absence Request Form

Please note that in accordance with changes in legislation from the Department for Education, from 1<sup>st</sup> September 2013 the Headteacher cannot grant any leave of absence, including holidays, during term time, unless there are exceptional circumstances.

Parents who choose to take their children out of school for a holiday, trip, or to leave early to travel to an event during term-time should understand that this absence is almost certain to be coded as 'unauthorised' and that, ultimately, Northamptonshire County Council may enforce a fixed penalty notice should circumstances warrant this. As of June 2016 NCC are proposing to issue penalties to parents when children miss five consecutive school days or the equivalent of 5 days within a six week period.

We ask that you notify us when children will be absent from school and for what reason, by completing this form and returning it to school at least two weeks before the start of the absence.

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### Rothersthorpe Primary School Leave of Absence Form

Child's Name ..... Class .....

My child will be absent from school from: .....to.....

Reason (Please attach a separate letter explaining reasons if necessary)

.....

.....

Signed: ..... Date: .....

Parent / Carer

To be completed by the school (copy to be returned to parents)

This absence will be recorded as:

Authorised ☐

Unauthorised ☐

Signed.....Headteacher

