



Hemington Primary School
Main Street
Hemington
Derby
DE74 2RB

Telephone: 01332 810447
Head teacher: Jane Siddons

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Dear Parents,

The school and its staff regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that non attendances (however short or infrequent) are treated seriously. It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances.

If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case could be referred by the Local Authority directly to the Magistrates' Court for the purposes of a criminal prosecution.

We strongly advise parents to NOT book holidays before making a request for leave of absence.

Request for Leave of Absence during Term Time

Child's Name: _____

Teacher: _____

Child's Name: _____

Teacher: _____

I am requesting permission for my child(ren) to be absent from school for the period:

_____ to _____ (inclusive)

Please indicate the reasons for this absence. If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern.

Please note: Head teachers can only use their discretionary powers in exceptional circumstances.

Signed: _____ Parent/Carer Date: _____

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For office use only This Absence Request is Authorised Not Authorised

Child's name _____ Class _____

Absence Dates Requested: _____ to _____

Your child's current attendance rate is: _____ %

Head Teacher Comments: _____
