



Castle Academy



St Georges Street, Northampton NN1 2TR

Executive Headteacher: Mrs Zoe McIntyre

Head of School: Mr Daniel Lugg

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'Castle Never Stops Learning'

Leave of absence request form

Government guidelines prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. A family holiday during term time **does not** fall into the category of 'exceptional circumstances', and **no** holiday leave will be authorised at Castle Academy.

Exceptional circumstances will be reviewed by the Headteacher.

Families with children absent for several days for unauthorised reasons are more likely to receive a fixed penalty notice and families who take students out of school during term time for a family holiday are particularly at risk of this.

Fixed penalty notices are issued by School Attendance Support Service at the Local Authority. The Penalty Notice is £120 per parent/adult for each student to be paid within 28 days, decreasing to £60 if paid within 21 days. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

I must also remind you that the Local Authority impose the fixed penalty notice and the school does not benefit financially from this.

If any child is absent from school, unauthorised, for longer than 20 school days they may be taken off the school roll and you would have to apply for a school place upon your return.

Name of pupil	
Class Teacher	
First date of absence	
Date returning to school	
Destination	
Reason for absence	
Signature of Parent/Guardian	
Date	

I confirm that the above leave request has been authorised (*delete as appropriate*).

I confirm that the above holiday request has been unauthorised (*delete as appropriate*).

Headteacher.....

Date

