



Unsworth
Primary School

Together we build understanding

13th June 2024

Dear Parents and Carers,

Leave of Absence in term time

Regular school attendance is very important for all children. Attendance below 95% can have a significant effect on a child's progress and attainment. This is surely the best motivation for ensuring that the children are in school, on time, every day.

Parents sometimes wish to request leave of absence for their child. In general only one day of absence, in exceptional circumstances, will be authorised for attendance at the event. In the past these have included:

- attendance at weddings or funerals;
- attending graduation ceremonies for close family members;
- attending special award ceremonies with parents;
- celebrating religious events (e.g. Eid).

At Unsworth Primary, the governors acknowledge that 'exceptional' circumstances do not, by definition, occur regularly. The following circumstances would generally not be considered as 'exceptional':

- relatives coming to visit;
- cheaper holidays in England and abroad;
- family day trips;
- visiting family/friends who have different half terms or holidays;
- shopping;
- birthday treats;
- availability of desired accommodation.

If you wish to request leave of absence from school, please email the office or call in and request a 'leave of absence in exceptional circumstances form'. This should be returned to school, for consideration, two weeks in advance of the requested leave.

Headteacher and Primary Trust Lead: Mrs Jo Grundy

Blackley Close, Unsworth, Bury, Lancashire, BL9 8LY



0161 766 4876



unsworth@bury.gov.uk



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It is an offence for a parent to allow their child to be absent from school for 10 or more school sessions during a school term (ie. 5 school days) without permission. An unauthorised absence is:

- any absence from school that the school has not permitted or cannot give permission for;
- very late arrival at school.

A Penalty Notice will be issued, without warning, for deliberate taking of holidays in term time without/against school permission where it can clearly be demonstrated that the parent understood that permission would not have been granted and where this has created a period of unauthorised absence of at least 5 days in the past two half terms. The penalty notice is £60 per parent per child if paid within 21 days. The penalty then rises to £120 per parent per child until 28 days, after which the Local Authority will take further action on unpaid fines.

If your child is absent from school because of a medical appointment, please email or bring into school an appointment card or letter into school to show to the office staff so that an absence can be appropriately recorded. When your child is absent from school due to illness you must contact school on each morning of absence before 8.30am.

We appreciate your support in ensuring that the children are in school for more than 97% of the time to ensure that they have the best chance of achieving at school and as lifelong learners.

Yours sincerely

Mrs J Grundy
Headteacher

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LEAVE OF ABSENCE REQUEST FOR EXCEPTIONAL CIRCUMSTANCES

Please return this to the school office two weeks before the requested leave of absence.

Child's Name		Year/Class	
First date of absence		Last date of absence	
Total school days planned to be absent			
Contact Number			

Reason for absence request:

Signed _____ Date: _____

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