



Newmarket Academy
Head of School: Mr N Froy (BA Hons NPQH)

NEWMARKET ACADEMY

Request for leave of absence during term time

£60 Penalty per child per parent/carer

Please read the information overleaf before completing this form.

Name of Child	Year Group
Names of any siblings attending other Newmarket schools for whom leave of absence is being requested	

The reason for taking my child/children out of school during term time is:
.....
.....

First day of absenceLast day of absence.....

Total number of days absent from school.....

I/we have read the information overleaf and understand my/our responsibilities.

(All parents/carers to please print and sign below)

Print Parent/Carer Name:

Parent's/Carer's Signature: Date.....

Print Parent/Carer Name:

Parent's/Carer's Signature: Date:

Leave of absence during term time

Leave of absence has not been authorised

In view of the exceptional circumstances of your case, leave of absence has been authorised

Attendance figures to date:

Name of child:.....%

Name of child:.....%

Signed:.....(Head of School) Date:

£60 Penalty per Child per Parent/Carer

NEWMARKET SCHOOLS WORKING TOGETHER:

Newmarket Academy, All Saints CEVA Primary, Exning Primary, Houldsworth Valley Primary, Laureate Primary, Moulton CEVC Primary and Paddocks Primary Schools have agreed to a common attendance policy.

Leave of absence must be taken in school closure periods unless there are rare and strictly exceptional circumstances.

The criteria for issuing a **Penalty** are:

- Where a pupil has missed **4 school days** or more due to **unauthorised absence**.

The Penalty is **£60 per child per parent/carer**, payable within **21 days**. If not paid within 21 days, the Penalty increases to **£120 per child per parent/carer** payable between **21 and 28 days**. If the Penalty is not paid within 28 days of issue, the Local Authority will start legal proceedings against you which may lead to a fine of **£1000**.

Why is school attendance so important?

- **Children who attend school regularly are more likely to achieve good results and reach their full potential.**
- **Attendance at school supports children's emotional and social health and development.**
- **Good attendance will help you to give your child the best possible start in life.**
- **Good attendance helps develop learning habits that will last into later life. Children who have attended their school regularly have a better chance of getting and keeping a good job.**

