Nene Park Academy
Oundle Rd
Peterborough
PE2 7EA

T:01733 368300
E: enquiries@neneparkacademy.org
W: www.neneparkacademy.org

Parent-friendly schools

Dear Parents/Carers

Exceptional Term Time Leave of Absence (Years 7–11)
As we begin the new academic year, we would like to clarify the expectations regarding term time absence.

It is a legal requirement that all students attend school every school day. School is open for 190 days out of 365 days a year, and we therefore expect that family holidays and other non-essential activities are arranged outside of term time.

We recognise that there may be occasions when a request for leave of absence during term time is necessary. However, in line with the government's attendance expectations, leave will only be authorised where there are exceptional circumstances.

Examples of circumstances that would not normally be considered exceptional include:

- Family weddings and funerals outside of the immediate family (parents, siblings and grandparents), whether in the UK or overseas
- Family holidays, including holidays that have been rearranged or paid for by grandparents or other family members
- Medical appointments that have been arranged overseas when an equivalent appointment could be accessed in the UK
- Participation in sporting events that are not organised by an official National Governing body, such as the Football Association or professional sports club such as Peterborough United FC.
- Visiting elderly relatives, whether in the UK or overseas and family occasions, such as a special birthday for a family member.

If you do need to request leave of absence during term time, please submit a Exceptional Term Time Leave of Absence Form to **attendance@neneparkacademy.org** at the earliest opportunity and normally at least 3 weeks before the date. The form is available on our website, or you can request a copy by emailing attendance.

The form must be completed and signed by all parents/carers. Please provide a full explanation of the circumstances, including why the absence cannot reasonably take place outside of term time. Any relevant supporting information should also be provided so that the request can be given full and proper consideration. Please note that the attached form is a new form for September 2026. Requests submitted using previous versions of the form will not be accepted.

Requests for term time absence that do not meet the criteria for exceptional circumstances will not be authorised. Where unauthorised leave of absence results in 10 or more sessions (5 days or more) of absence, the matter will also be referred to the Local Authority, and a Penalty Notice may be issued.

Further information is available from Peterborough City Council's school attendance information on their website.

Appointments
If your child needs to be absent from school for an essential appointment that has been allocated to them and there is no way it can be changed, please notify the school as soon as possible and provide supporting information.

This includes medical appointments and passport or visa appointments. Students should attend school before and/or after their appointment if fit to do so.

Dental, Medical and Eye Appointments
Routine appointments should be arranged outside of school hours. Where a routine appointment does take place during the school day, please make every effort to minimise the time your child is absent from school.

It is our expectation that students should attend school for both AM and PM registration:

- AM registration: 8:35-9:05am
- PM registration: 1:45-2:15pm

Reporting Absences
Any absences to school should be reported every day of absence, in the morning before 8.35am where possible.

Absences can be reported to our **Text Only number: 07860 050051**

Please include student name, year, house and reason for absence in your text message.

Attendance Matters
Regular attendance is essential for students to keep up with their learning, make progress and prepare successfully for examinations.

Even small amounts of absence can quickly add up and lead to missed learning and opportunities.

Every lesson matters.

Thank you for your continued support in prioritising your child's education and attendance.

Yours sincerely

Robin Grover
Principal