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Mongeham Road
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HORNBEAM PRIMARY SCHOOL

Friday 16th January 2026

Dear Parents/Carers,

At Hornbeam, we are committed to working in partnership with families to ensure every child can succeed in their education. We know that sometimes there are challenges that can make regular attendance difficult, and we will endeavour to support you at these times.

We are writing to you to clarify the rules and guidance that school's need to follow in relation to requests for leaves of absence. In line with the attendance policy and KCC guidance schools are not able to authorise leave requests for anything other than exceptional circumstances. The local authority advises that the fundamental principles for defining 'exceptional' are that the absence is rare, significant, unavoidable and short; it is designed to cater for unforeseen emergencies.

Therefore, the school would not be able to authorise holiday requests in term time.

Communication and honesty are greatly valued, and we will continue to work with you to ensure the best progress for your child and support for your family.

Should you have any further questions please do speak to a member of the team.

Kind regards
Mrs Jones

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