

LEAVE OF ABSENCE FORM

(To be used for any absences from school other than illness/medical)

- The school will only authorise absence for holidays in exceptional circumstances and will view requests for students in Key Stage 4 to be granted leave with particular concern.
- We will assess each request on an individual basis, considering both the impact missing school will have on the student's education and any special circumstances of which you make us aware.
- If agreement for leave is given, 'H' will be shown on the student's record and this will count as 'authorised holiday'
- If a parent or carer takes their child out of school without permission being granted, this will count as an 'unauthorised absence' as unauthorised on the students attendance record. Ten sessions of unauthorised holiday in a school year will lead to an automatic Fixed Penalty Notice being issued (fine) There are 2 registration sessions per day. From 1st September 2013 this will increase to £60 per pupil per parent which, if not paid within 21 days, will increase to £120, to be paid within 7 days. After this date non-payment will result in legal action.
- We understand some parents have no choice about when to take holidays. However, the law requires attendance at school and many parents are not aware **it is not a parental right to take children out of school during term time.**
- Every school day counts and any absence from school will result in lost learning and a risk of underachievement.
- There are 13 weeks of the year during which the school is closed, please take holidays during this time.
- A leave of absence form must be completed if you would like to take your child(ren) out of school during term time (a separate form per child please).

Please complete the information below:

I have read and understood the above information

However, I request you authorise a leave of absence from school for:

Pupil Name _____ Year _____ Form _____

Please use separate form if you have more than one child in school

Dates:

From _____ to _____ (inclusive) _____ No. of days

Reason for leave:

Signature of parent / carer _____

Please return this form to the school no less than 10 days before the commencement of the leave of absence.

To be completed by school**Administrator:**

Date received			
Current attendance	Total	Authorised	Unauthorised
Attendance last year	Total	Authorised	Unauthorised
Days holiday so far this year			
Pupil's academic progress			
Other comments			

Assistant Headteacher:

Holiday agreed	Yes	No
Comments		
Signed		
Position		
Date		

Note to Parent/Carer

If you would like to discuss your request with the school please contact Mrs R Ruvino on 01981 250224. Alternatively, email Mrs Ruvino on rrovino@kingstoneacademy.co.uk

Please note that if your child will not be returning to school on the date specified above, you will need to contact the school on 01981 250224. Any leave of absence taken outside the dates specific on this form will be marked as 'O' - unauthorised absence.