

## Request for Leave of Absence

Parents are asked to consider very carefully the implications for their own child and others before making a decision to remove their child from the education that is provided in academy term time. Children should only be removed in **exceptional circumstances**. These circumstances and the factors to be taken into account by parents considering such absence are given overleaf. If you intend for your child to be absent, please complete the form below and submit to the academy with **at least two weeks' notice**.

The academy is required to record all absences as **Authorised** or **Unauthorised**. The decision is based on the information given below. Should a parent who is considering an absence wish to discuss the implications, please contact the academy office to make an appointment to see the Head Teacher.

The Kite Academy Trust follows National guidelines regarding Penalty Notices. Penalty Notices are issued in instances of unauthorised leave of absence in term time of 5 days/10 sessions (or more) within a 10 school week period.

The first Penalty Notice is £80 per parent/carer per child, if paid within 21 days or £160 if paid after 21 days but within 28 days. If a second Penalty Notice is incurred within a 3 year rolling period, then payment is £160 per parent/carer per child if paid within 28 days. There will be no reduction if payment is received within 21 days.

If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey/Hampshire County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

Failure to pay the Penalty Notice will result in a summons being served to appear at the Magistrates Court.

### Please indicate which academy:

 Cross Farm <input type="checkbox"/>	 The Ferns <input type="checkbox"/>	 Folly Hill <input type="checkbox"/>	 The Grove <input type="checkbox"/>	 Hale <input type="checkbox"/>
 Holly Lodge <input type="checkbox"/>	 Lakeside <input type="checkbox"/>	 Mytchett <input type="checkbox"/>	 Sandringham <input type="checkbox"/>	

### Please complete the following after you have read the attached guidance, and send to the academy office:

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_ Total number of days: \_\_\_\_\_

### For appointments during the school day:

Time of Appointment: \_\_\_\_\_ Time child to be collected: \_\_\_\_\_ Time child will return: \_\_\_\_\_

### Please tick the appropriate box for the type of absence and give the reason for this absence request below:

Medical/Dental appointment (delete as appropriate)	<i>Authorised</i>	Religious Observance	<i>Authorised</i>	
Interview/Visit to another school (inc. transition days)	<i>Authorised</i>	Holiday	<i>Unauthorised</i>	
Special Occasion* (please specify reasons below)	<i>Usually Unauthorised</i>	Compassionate Leave* (please specify reasons below)	<i>May be authorised</i>	

If you are taking your child out of school for a medical appointment, you will need to provide a copy of the appointment letter/text in order to authorise  Evidence seen

\*Reason for absence request: \_\_\_\_\_

I have considered the implications for both my child and others in making this decision.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For Academy Use: **Authorised**  **Unauthorised**

Child's attendance level over the last 12 months:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Head Teacher**

## Guidance for Parents on Pupil Attendance

We recognise that there are some genuine difficulties and tensions for parents when they make a decision to take their child out of school. The following information is offered to help.

### Why keep your child in school?

Some areas to consider are:

- Children have a right to the education that is planned and provided by school;
- Taking a child out of school can be disruptive to the child concerned both at the time, before and after the event;
- Children away from school miss the learning that has been planned. Many learning experiences cannot be packaged and sent home and are part of ongoing programmes. For this reason, children's progress may be interrupted;
- Confidence and self-esteem may be dented as some children can feel separated from their class because the experiences of the class have moved forward without them;
- A high number of absences in a class impact on the general level and pace of learning. Teaching may need to be adjusted for the whole class as foundations for the next stage may have been undermined by the absence of several children;
- There are 175 non-school days a year to spend on holidays, shopping and appointments. There are 190 school days a year.

### Why take your child out of school?

There may be genuinely exceptional reasons for taking a child out of school as listed overleaf. The Kite Academy Trust policy is that absence for other reasons is not authorised.

If, after taking all the factors above into account, parents decide to take their child out of school for other than exceptional reasons as described, the parents should take responsibility for this decision and appreciate that their child's absence will be regarded as Unauthorised.

All of the Kite Academy Trust academies seek to provide the very best learning experience for your children and this principle is behind our policy on time out of academies. We hope this is helpful and our Head Teachers are very happy to discuss individual circumstances with you.

### Guidance regarding Penalty Notices

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school, which includes a leave of absence in term time (5 days or 10 sessions or more).

**Please be aware that the Education (Pupil Registration) (England) (Amendment) Regulations 2013, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.** In such cases, the Head Teacher must judge whether there are exceptional circumstances and may request that the Local Authority issue Penalty Notices when the absence is not authorised. **Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.**

### Unauthorised absence of 5 days/10 sessions or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey/Hampshire County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

**Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences. For example, if there are two parents and one child, each parent will receive one Penalty Notice. If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices.**

Advice and support are available from the Kite Academy Trust Inclusion Welfare Officer or by contacting your Local Authority Education Office.

