Application for leave of absence in term time

Kettering Park Infant Academy, the Local Authority and Government believe that absence during term time should be avoided as it can have a damaging effect on pupils' education and overall achievement.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory notes states: Regulation 7 of the 2006 Regulations Prohibits the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are *exceptional circumstances* relating to the application.

This is the procedure for Kettering Park Infant Academy

- Application is to be made in advance by the parent on the absence form. This may be obtained from the school office and the website.

- Leave of absence will only be granted where the Head Teacher considers it is due to *'exceptional circumstances'*. Parents will be informed within 7 school days as to whether the request has been authorised.

Leave of absence taken without authorisation will be referred to the Education Entitlement Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

For more information please visit https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance

As of 1st September 2013, the rate per parent per child is £60 if paid within 21 days and rising to £120 if paid between 22 and 28 days.

If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or fine to a maximum of £1000 plus costs.

PLEASE READ THE INFORMATION OVERLEAF BEFORE COMPLETING THIS FORM

Pupil 1 Name: Class:

Pupil 2 Name: Class:

Pupil 3 Name: Class:

I request permission for leave of absence for the above named child/ren

From: To:

Please state the exceptional circumstances for this request: -

Signature of Parent/Carer: Date:

FOR OFFICE USE ONLY:

Pupil 1 Current attendance: Last year's attendance: Child Age:

Pupil 2 Current attendance: Last year's attendance: Child Age:

Pupil 3 Current attendance: Last year's attendance: Child Age:

Signed: Date:

☐ On Arbor

Parents Information:

☐ Authorised

☐ Unauthorised