



Request for Leave of Absence

As parents/carers, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Parents/carers 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. **Please be aware that the School Attendance (Pupil Registration) (England) Regulations 2024, state that Head Teachers may not grant any leave of absence during term time unless there are 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**. We may ask for evidence to validate your request.

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 Academy Head Teacher.

The Kite Academy Trust follows national guidelines regarding Penalty Notices. Unauthorised absence of 5 days/10 sessions (or more) will result in the following action being taken:

- 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.
- 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.
- 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 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 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) | Authorised | | Religious Observance | Authorised | |
| Interview/Visit to another school (including transition days) | Authorised | | Holiday | Unauthorised | |
| Special Occasion* (please specify reasons below) | Usually Unauthorised | | Compassionate Leave* (please specify reasons below) | May be authorised | |

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 for the absence to be authorised

*Reason for absence request: _____

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

Signed: _____ (Parent/carer) Date: _____

For Academy Use: **Authorised** ☐ **Unauthorised** ☐ **Evidence of appointment seen** ☐

Child's attendance level over the last 12 months:

Signed: _____ (Head Teacher) Date: _____