



# Kite Academy Trust 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 school in 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 to take your child out of school, please complete the form below, giving as much notice as possible.

The school 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 taking their child out of school wish to discuss the implications please contact the school office to make an appointment to see the Head Teacher.

Please note that we are following Surrey County Council guidelines regarding Penalty Notices:

**Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice. Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60 per child, per parent/carer, per period of absence if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in a summons being served to appear at the Magistrates Court.**

Please complete the following after you have read the guidance overleaf and send to the school office.

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

Date of absence from: \_\_\_\_\_ Date of absence to: \_\_\_\_\_

Total number of days: \_\_\_\_\_

Time collecting on above date: \_\_\_\_\_ Time returning on above date: \_\_\_\_\_

School lunch required: (if part day absence) YES / NO      Meal Choice: RED / GREEN / YELLOW

Please tick the appropriate box for the reason you wish to take your child out of school and give the reason for this absence request below:

Medical/dental appointment	Authorised	
Interview/Visit to another school	Authorised	
Religious Observance	Authorised	
Holiday	Unauthorised	
Special Occasion	Usually	
Please give specific reasons below	Unauthorised	
Compassionate leave	May be	
Please give specific reasons below	authorised	

**Reason for request for this leave:** \_\_\_\_\_

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

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

For School Use: Authorised

Unauthorised

Current attendance %

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:

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