

# KING'S ACADEMY MEADOW VALE



## LEAVE OF ABSENCE FORM

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM AND READ INFORMATION OVERLEAF:

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit 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

Pupil Name..... Date of Birth..... Class.....

Home Address..... Post Code .....

First Date of Absence..... Date of Return to School..... No. of School Days Absent .....

Exceptional Reason for Absence .....

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Siblings in other Bracknell Forest School:

Name..... School.....

Name..... School.....

Contact Information:

(1) Name of Parent (who child resides with) .....

Mobile Telephone No..... Email Address .....

(2) Name of Parent (who child resides with / lives in different address) .....

Mobile Telephone No..... Email Address .....

Home Address (if different from above)..... Post Code .....

Signature of Parent ..... Date .....

**FOR HEADTEACHER**

Date received.....

Current Attendance.....% No of Authorised Sessions..... No of Unauthorised Sessions.....

**Reach Statutory School Age? YES / NO**

**Exceptional Reason accepted? YES / NO**

**Eligible for a Fixed Penalty Notice? YES / NO**

Signature ..... Date .....

Office Use  Arbor  Pupil Record Folder  Informed Parent on .....  By email  By letter

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### Application for Leave of Absence during term time

King's Academy Meadow Vale, Local Authority and Government believe that absence during term time should be avoided as they can have a damaging effect on pupils' education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Headteacher.

**The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:**

**Regulation 7 of the 2006 Regulations is amended to prohibit 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**

**In line with the current government legislation we request that**

- Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office AND
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.

Please be aware, a school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

Leave of absence taken without authorisation may be referred to the Education Welfare 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.

**From 19 August 2024, the fine for school absences across the country will change.**

- **Within a 3-year rolling period, the first FPN will be charged at £160 if paid within 28 days – this will be reduced to £80 if paid within 21 days.**
- **The second FPN issued to the same parent in respect of the same pupil will be charged at £160 if paid within 28 days. There will be no option at paying the reduced rate.**
- **A third FPN cannot be issued to the same parent in respect of the same pupil within 3 years of the date of issue of the first FPN. In this instance, alternative action should be taken which can include considering prosecution or the use of other tools such as other attendance legal interventions.**

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 a fine to a maximum of £1,000, plus costs.

Note: Parent also includes guardian/carer