



Ken Stimpson Community School



LEAVE OF ABSENCE REQUEST FORM

Full school attendance is vital for our children's educational progress and the Local Authority expects all parents and carers to ensure their children attend school to achieve their maximum potential. **Following a change in Government legislation the school is no longer authorised to allow any leave, except in extenuating circumstances which can only be agreed by the Principal.**

Parents **do not have any right to have leave of absence during the term** and if their request is refused the absence **will not** be authorised and legal action, such as a penalty notice, may be issued. This could be a fine of a minimum of £60.00 for each child, per parent. If unpaid after 21 days this rises to £120 per child per parent if paid within 28 days. (e.g. the total fine for two children with two parents would be £240.00 if paid within 21 days). **You also risk having your child taken off the school roll.**

Please note examination or test periods MUST be avoided; therefore any requests over such periods will always be unauthorised.

If you intend to request a leave of absence during term time you are required to advise the school by completing the form below. **Where possible this form should be completed a minimum of 4 weeks before the required date.** Please complete one form for each child for whom you are requesting the absence.

Child's Name:	House/Year/Form:	
Current Address:		
Siblings in KSCS:	House/Year/Form:	
	House/Year/Form:	
Siblings in other Schools:	Name:	School:
	Name:	School:
Request absence from (date):		
Up to and including (date):		
Date of return to school:		
Total number of days leave requested:		
The extenuating circumstances for this request: (please give full details – documentary evidence will be required)		
Parents' Emergency contact number during the absence:		

I understand that a penalty notice may be issued if my request is denied and my child is absent during this period. I also understand that should my request be agreed and my child fails to return on the expected date, this may also result in a Penalty Notice being issued.

Parent(s)/Carer(s) details:

Full Name (please print):	DOB (for legal purposes in the event of prosecution):	Signature:
Full Name (please print):	DOB (for legal purposes in the event of prosecution):	Signature:

FOR OFFICE USE:

Year Group: Attendance: Approved: Not Approved:

Reason:

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Signed:Principal

Date: