

Application for leave of absence in term time

Kettering Park Junior Academy, the 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 can be recognised that there may be exceptional reasons that may justify authorisation of the absence by the head Teacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory notes 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.

As a result of the changes, we at KPJA, have revised our attendance policy, which from 1st September 2024, will include the following:

- Application is to be made in advance by the parent on the form overleaf. 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 may 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.

As of September 2024, the rate per parent per child will be £80 if paid within 21 days, rising to £160 if paid within 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.

What is a penalty notice?

A penalty notice (PN) is an alternative to prosecution and requires the parent(s) to pay a fixed amount as a fine for their child's irregular attendance at school. It is issued per parent, per child.

Who issues them?

In Northamptonshire the Local Authority issues them through the Educational Inclusion and Partnership Team following notification from the school.

When are they used?

- When a pupil has a minimum of 10 school sessions recorded as unauthorised in a 6 school week period; (a school day is two sessions -morning and afternoon) or
- When a pupil has a series of unauthorised absences leading to irregular attendance
- This includes:
 - Any absence marked in the register as unauthorised.
 - Persistent late arrival at school after the register has been taken and is recorded as an unauthorised absence.
 - An absence in term time which has not been authorised by the head teacher. The Government has directed that head teachers may only grant leave in exceptional circumstances.
- PNs can also be used during the first 5 days of exclusion. Parents are made aware of the consequences by letter when a child is excluded from school.



1. Pupil Name: _____ Class: _____

2. Pupil Name: _____ Class: _____

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

Date from: _____ To: _____

Time from: _____ To: _____

Please state the exceptional circumstances for this request:

Adults accompanying: _____

Please provide evidence of any appointments

Signature of Parent/Carer: _____ Date: _____

FOR HEAD TEACHER

Has evidence been seen by a member of staff: YES / NO _____

1. Current attendance: _____ 2. Current attendance: _____

- 99% - 100% = *Excellent*
- 96% - 98.9% = *Good*
- 93% - 95.9% = *Below Average / Low*
- 90.1% - 92.9% = *Very Low (90% = 1 day absent every two weeks)*
- *Under 90% = Persistent Absentee*

Exceptional reason accepted: YES / NO Signed _____ Date: _____

THIS ABSENCE HAS BEEN AUTHORISED / UNAUTHORISED.

If absence is UNAUTHORISED please see the information overleaf.