



# King's Academy Easthampstead Park

It takes a whole community to raise a child.

Dear Parents/Carers

I understand that you are requesting leave of absence for your son/daughter. Leave of absence may be granted in exceptional circumstances, in accordance with the Department of Education legislation.

Lengthy absence is known to have a serious effect on a child's education. There is a clear link between poor attendance at school and lower academic achievement.

In Years 10 and 11, absence from school must be avoided at all costs, in most subjects, work done in lessons contributes to their final grade. In some subjects, examination assessments take place in lessons. Coursework deadlines cannot be extended for absent students.

Please do your best to arrange medical appointments at the beginning or end of the school day and plan family activities during school holidays in support of the school.

Yours sincerely

Mrs Liz Cook  
Headteacher

Attendance %	Category	Days Absent	Achievement
100%	Perfect	0 Days off School	Excellent chance to achieve grades 9 - 5
99%	Excellent	Equates to 2 Days off School	
97%	Very Good	Equates to 5 Days off School	
95%	Good	Equates to 10 Days off School	
92%	Concerned	Equates to 15 Days off School	Significantly reduced chance to achieve grades 9 - 5
90%	Very Concerned	Equates to 20 Days off School	
85%	Serious Concern	Equates to 30 Days off School	Extremely limited chance to achieve grades 9 - 5
80%	Court Action	Equates to 40 Days off School	
<b>THERE ARE 170 NON SCHOOL DAYS A YEAR</b>			

**A child who averages 80% attendance during their secondary school career effectively misses one whole year of education.**

The Leave of Absence form is to be completed and submitted to the Headteacher by the student before the period of absence commences.

**King's Academy Easthampstead Park Attendance Policy, includes that:**

- Application is to be made in writing and 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 reception and the school website.
- 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/Carer for each child.

If a issued Fixed Penalty Notice is not paid within the prescribed time limit for payment, each Parent/Carer may be liable to prosecution at the Magistrates' Court for an offence contrary to Section 444 of the Education Act 1996, (failure to secure regular attendance at school of a registered pupil of compulsory school age), in the same way as if the Fixed Penalty Notice had never been issued.

Note: The term 'Parent' is as defined under Section 576 Education 1996, meaning;

- All natural parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility (as defined by the Children Act 1989) for a child or young person.
  - **FIRST TIME PENALTY NOTICES ISSUED FOR UNAUTHORISED ABSENCES WILL BE £160 PER PARENT/CARER, PER CHILD PAID WITHIN 28 DAYS. THIS WILL BE REDUCED TO £80 IF PAID WITHIN 21 DAYS.**
  - **SECOND PENALTY NOTICES PER PARENT/CARER, PER CHILD WILL BE £160 IF PAID WITHIN 28 DAYS**
  - **THE THIRD TIME AN OFFENCE IS COMMITTED A PENALTY NOTICE WILL NOT BE ISSUED AND THE CASE WILL BE PRESENTED STRAIGHT TO THE MAGISTRATES' COURT. PROSECUTION CAN RESULT IN CRIMINAL RECORDS AND FINES OF UP TO £2,500.**



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Headteacher: Mrs Liz Cook MA, BA(Hons) FCCT

## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

**PLEASE NOTE THE FOLLOWING AND READ THE ACCOMPANYING NOTES FOR GUIDANCE  
BEFORE COMPLETING THIS APPLICATION.**

Under 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/Form/Year:	
Home Address:					
Postcode:					
First Date of Absence:		Date of return:		No. school days absent:	

### THIS SECTION MUST BE COMPLETED

Exceptional reason for absence: (please use separate sheet if necessary)
Evidence Supplied: (please attach to this form)

Siblings at other schools:		
Name:	Date of Birth:	School attended:

Name of parent: (who child resides with)			
Mobile telephone:		Home telephone:	
Email address:			
Signature of parent:			

### FOR HEADTEACHER USE ONLY

DATE RECEIVED:		DATE ASSESSED:	
EXCEPTIONAL REASON ACCEPTED:	<b>YES/NO</b>	FPN REQUESTED:	<b>YES/NO</b>
DATE DECISION LETTER SENT:			
HEADTEACHER SIGNATURE:			