



King's Academy Easthampstead Park

It takes a whole community to raise a child.

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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 school attendance policy.

Although any missed work should be made up on the student's return, this is not always possible. Lessons cannot be repeated; neither can assessments, which take place in lesson time. Work missed may affect progress later.

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. Of students who miss more than 50% of school only 3% manage to achieve five or more GCSEs at equivalent grades A* to C, including Maths and English. 73% of students who have over 95% attendance achieve five or more GCSEs at equivalent grades A* to C.

In Years 10 and 11, absence from school must be avoided at all costs, as it affects the student's work for GCSE. In most subjects, work done in lessons contributes to the final GCSE 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

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

The form (see overleaf) is to be completed and submitted to the Headteacher by the student before the period of absence commences.

The Education (Pupil Registration) (England) (amendment) Regulations 2013 explanatory note states: Regulation 7 of the 2006 Regulations is amended to prohibit the Headteacher of a maintained school granting leave of absence to a pupil expect where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

King's Academy Easthampstead Park Community School 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 office and the school website.
- Leave of absence will only be granted where the Headteacher or persons authorised by the Headteacher to do so, considers it is due to 'exceptional circumstances'. The Parent/Carer will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- 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.

THE CURRENT RATE PER PARENT/CARER PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.

If an 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.



Headteacher: Mrs Liz Cook MA, BA(Hons)



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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:	
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Home Address:	
Postcode:	

First Date of Absence:		Date of return:		No. school days absent:	
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THIS SECTION MUST BE COMPLETED

Exceptional reason for absence: (please use separate sheet if necessary)

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:	YES/NO		
DATE DECISION LETTER SENT:		FPN REQUESTED:	YES/NO
HEADTEACHER SIGNATURE:			