



KENNINGTON CE ACADEMY

Application for leave of absence

***Please read these conditions carefully before completion***

Taking your child out of school during term time is usually detrimental to their attainment and progress. Every year there are 13 weeks when your child is not at school. The Headteacher is not able to authorise any leave of absence unless there are exceptional circumstances. Family holidays do not fall into this category. Please refer to our attendance policy for further details. The Headteacher will consider each application for a leave of absence individually, in line with statutory regulations and advice from the DfE.

Please complete a separate application for each child:

Name of Child	Class:
Date of first day of absence	
Date of return to school	
Number of days requested absence	
Reason for absence being taken in term time	

I have read and understood the conditions of this application

Signed:..... (Parent/guardian)

Name:..... Date:.....

**THIS SECTION IS FOR SCHOOL USE ONLY**

Attendance record	Total absences	Unauthorised absences
Current year		
Previous year		

If taken, this absence will be:

Approved and authorised (due to exceptional circumstances)
Unauthorised but no further action will be taken
Unauthorised and may be referred to the Attendance and Behaviour Service

Signed:..... (Headteacher) Date:.....

**Please note: if this absence is referred to the Attendance and Behaviour Service, a Penalty Notice may be issued. This could result in a fine of £120 per parent for each child (£60 if paid within 12 days)**

Date this absence was referred to the Attendance and Behaviour Service:.....