

KETTERING BUCCLEUCH ACADEMY - REQUEST FOR LEAVE OF ABSENCE

THIS APPLICATION IS TO BE MADE BY A PARENT/CARER FOR A CHILD'S LEAVE OF ABSENCE FROM KETTERING BUCCLEUCH ACADEMY DURING TERM TIME.

Pupil's Name (Please Print): Form:

REASON FOR REQUEST

- | | |
|---|---|
| <input type="checkbox"/> HOLIDAY DURING TERM TIME | <input type="checkbox"/> FAMILY CIRCUMSTANCES |
| <input type="checkbox"/> RELIGIOUS OBSERVANCE | <input type="checkbox"/> OTHER |

I wish to apply for my child to be absent from school during the following dates:

First date of absence: Date of return to school:

TOTAL NUMBER OF SCHOOL DAYS MISSED

Please provide as much detail outlining the reason for your request for leave from school:

.....

.....

.....

If this leave is for a holiday, please state the destination:

I am making this application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to a Penalty Notice and may be brought to the attention of the **Education Inclusion Partnership**.

Name of Parent/Carer making application:

I have read and understood the information on the reverse of this application (please tick)

Signed: Date:

Please return this form to Reception giving at least 2 weeks' notice of intended absence.

FOR OFFICE USE ONLY

Received by Reception on: Received by Vice Principal for Coding Decision

Received by Attendance Manager for Coding and Action

Informed Parent/Carer of Decision Coded

Code:

Action Taken:

Principal: Mr Dino Di Salvo

Kettering Buccleuch Academy is part of United Learning. United Learning comprises: UCST (Registered in England No. 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12.

Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Weekley Glebe Road, Kettering Northants, NN16 9NS
t. 01536 515644 f. 01536 510163
enquiries@kba.uk
www.kba.uk



Dear Parent/Carer,

Attendance at Kettering Buccleuch Academy

I am writing to remind you about the importance of good attendance and punctuality. It may be useful for you to know what attendance figures mean for your child:

99% - 100%	=	Excellent
97% - 98%	=	Good
95% - 97%	=	Average
Under 95%	=	Very Low/Persistent Absentee

If your child's attendance falls below 96% the Attendance Manager, Matthew Taylor will monitor your child's attendance, a letter will be sent home and you will be required to attend a meeting. If it falls below 90% it triggers a referral to the Local Authority. If these interventions do not improve attendance, then further action can be taken resulting in a possible court case or fine. I hope you will support us in maintaining good attendance by booking doctor, dentist, optician appointments and shopping trips either in the school holidays, in the afternoon after school or at weekends.

School Attendance Regulations from 1st September 2013

School attendance regulations have changed, the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** now no longer give head teachers the ability to sanction holidays and leave during term time "The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances". Parents will be referred to the local authority and may be fined a fixed penalty notice. The fine will be £60 per adult for each child if paid within 21 days, rising to £120 if paid within 28 days.

If you wish to know your child's attendance figure or discuss anything related to attendance and punctuality, please ring the Attendance Team on 01536 515644.

Yours sincerely,



Mr Phil Henton (Vice Principal)

Principal: Mr Dino Di Salvo

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