



# Leave of Absence Request

Please complete this form and return to the School Office

Government Legislation means that schools are unable to authorise absence for family holidays during term time.

<b>Name of Pupil:</b>	
<b>Year &amp; Tutor</b>	

Please specify the reason for the absence below: *Please attach evidence where possible.*

	Family Holiday (Please specify where):.....
	Educational Visit (Please specify where and attach evidence): .....
	Sporting Activity (Please specify & attach evidence): .....
	Other (Please specify & attach evidence): .....

**If evidence is not attached the leave will not be authorised.**

<b>Dates From</b>	<b>Date To</b>
<b>Signature of Parent / Carer</b>	<b>Date</b>

<b>For Office use Only:</b>			
Pupil's attendance record this year:			
No. of days absence:		No. of days holiday	
Any other pertinent information:			
<b>For Completion by the Headteacher</b>			
No. of Days Authorised		Attendance Code	
No. of Days Unauthorised		Attendance Code	
Headteacher signature:			
		Date:	

Confirmation email sent:	Signature:	Date:
Date SIMS Updated:		Signature:



## Leave of Absence Request

Dear Parents / Carers,

### Leave of Absence Request

Kents Hill Park School requires every child to attend school regularly, every day that the school is open. Therefore, we actively discourage pupils from taking holiday leave during term-time. Unless there are very exceptional circumstances which will require evidence, all holiday leave is unauthorised.

Government legislation regarding taking holidays during term time states that schools are not able to authorise absence for family holidays.

Whilst the school fully understands that holidays can be cheaper during term-time, the long-term cost to students may well be considerably greater than short term financial savings. However, as well as holiday there are other reasons why you may request a leave of absence for your child and therefore taking part in a sporting activity, family events (e.g. close family weddings / funeral, religious celebrations, graduations etc) and compassionate reasons will be considered on an individual basis and may be authorised. In all cases, we will need evidence of the event attached with this leave of absence request. The absence will be unauthorised if evidence is not provided.

Following the Supreme Court ruling, Milton Keynes Council has updated its Term Time Holidays Policy. Kents Hill Park School will refer parents / carers to the local authority for action (Fixed Penalty Fine) if children are taken out of school to go on holiday for five consecutive days or more during term time. As per the Department for Education regulations, from 19 August 2024 the first penalty notice issued to a parent in respect of unauthorised leave will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

If you wish to proceed with your absence request, please complete the Leave of Absence Request Form overleaf and return it to the School Office at least 3 weeks before the date of your request attaching any required evidence. You will receive an email informing you of the decision made.

Yours faithfully,

James Pilgrim

Headteacher



Web: [www.kentshillpark.school](http://www.kentshillpark.school) Email: [office@kentshillpark.school](mailto:office@kentshillpark.school) Telephone: 01908 533290

Kents Hill Park School is part of the Kingsbridge Educational Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ. Kents Hill Park School is committed to safeguarding children.