



Kirkbie Kendal School Academy Trust

Policy Title:	Absence Requests (Student)
Policy Reference:	A2
Version:	1.2
Member of Staff Responsible for review:	Assistant Head (JSd)
Governors' Committee/SLT Responsible:	SLT (Curriculum to note)
Status:	Adopted
Date first adopted/accepted by Governing Body:	Sep 14
Review Cycle:	3 years
Date of last review:	Dec 21
Date for next scheduled review:	Dec 24

Change Record		
Version	Date	Description
1.1	4 Dec 18	Inclusion of reference to Fixed Penalty Notice Fines (amended in line with Attendance Policy)
1.2	SLT 15.11.21, Curric Ctte noted 6.12.21	No changes
1.3		
1.4		

"Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies support the Child Protection Policy."

ABSENCE REQUESTS IN TERM TIME PROCEDURE

Headteachers can only grant leave of absence during term time in “exceptional circumstances”. The DfE have said that "Headteachers would not be expected to class any term time holiday as exceptional." At Kirkbie Kendal School, we will continue to consider all applications for leave of absence individually. Examples of “exceptional” circumstances that would be considered include:

- Serious illness of a close family member
- Funerals
- Forces personnel on leave from a foreign posting
- Representation in national or county sports or performing arts events, or County Show participation or similar
- Parent/Carer inflexible work commitments
- Other exceptional family circumstances

Circumstances that are **not** deemed “exceptional” include:

- Repeated (annually) requests for leave of absence
- Cheaper holidays in England and abroad
- Visiting relatives in non-exceptional circumstances
- Family day trips (to exhibitions, theatre, agricultural shows etc)
- Visiting family/friends who have different holidays
- Skiing or family holidays

When making an application for leave of absence during term time parents/carers will need to cite the **exceptional circumstances** on the school form submitted (See Appendix). Any requests must use the correct form, available on the school’s website (Policies & Procedures) or directly from the Attendance Officer.

In the event that parents withdraw their children from school during term time, Governors reserve the right to request that Fixed Penalty Notices to the amount of £120.00 per child (reducing to £60.00 if paid within 21 days) be issued by Cumbria County Council.

THIS DOCUMENT IS AVAILABLE IN THE FOLLOWING FORMATS:

**PAPER
ENLARGED PRINT
EMAIL
WEBSITE**



KIRKBY KENDAL SCHOOL ABSENCE REQUEST FORM

Please return this form to the School Attendance Administrator when completed

Kirkbie Kendal School believes regular attendance to be vitally important and parents/carers are asked for their active support in this matter. Leave of absence can only be granted in exceptional circumstances. Only the Headteacher of a School can authorise an absence. The Headteacher will not authorise an absence where a student will miss an examination. The Governors have issued the following statement about holidays in term time:

'Removal of students from school during term time can cause disproportionate damage to their education and has an adverse affect on future achievement. It is therefore expected that parents will not arrange family holidays except during school holidays. While governors recognise that there may be considerable educational opportunities to be had from travel, they feel that these cases are the exception rather than the rule. The Headteacher has been asked therefore to actively discourage parents from causing their children to miss schooling.'

In the event that parents withdraw their children from school during term time, Governors reserve the right to request that Fixed Penalty Notices be issued by Cumbria County Council.

Part 1 – to be completed by parent/carer:

Having read the above Governors' statement, I still wish to request permission for my child to be absent from school, because of an exceptional circumstance.

I am writing to ask permission for my child to be absent from school between the following dates. This absence is exceptional and I will ensure that he/she catches up the work missed. Please explain the **EXCEPTIONAL** circumstances and attach any supporting information:

Name of student (1) _____ Form group/tutor _____ HOY: _____

Name of student (2) _____ Form group/tutor _____ HOY: _____

First date of absence _____ Last date _____ Total days _____

Has a previous request for permission to be absent from this school been made? YES / NO

Year request was made and no. of days requested _____

Name of Parent/Carer: Mr / Mrs / Miss / Ms / Dr _____

Signature of Parent/Carer _____ Date _____

Part 2 – to be completed by the Attendance Officer (AO) / HoY:

Current attendance percentage (excl any study leave) _____

Previous absence requests this academic year: YES / NO Dates _____

HOY to provide any supporting information:

Initials of HoY: _____ Signed _____ Date _____

Initials of HoY: _____ Signed _____ Date _____

Circulation route: AO → HoY → JSd → AO

Details of final decision: _____

Absence request Authorised / Unauthorised Signed _____ Date _____

Next Action: _____