The Blue Kite Academy Trust - Application for Leave of Absence

In line with the most recent legislation, *Working Together to Improve School Attendance*, from 19th August 2024 requests for absence for recreational purposes/to attend a holiday during term time will not be authorised. Absence due to other exceptional circumstances will be considered on a case-by-case basis by completing and returning this form **before** the pupil's absence from school.

If an absence is not authorised, you could be at risk of receiving a Penalty Notice.

A Penalty Notice is a fixed fine issued by Swindon Borough Council following the school's notification of a pupil's unauthorised absence. From 19th August 2024, the fine will be £80 if paid within 21 days, or £160 if paid within 28 days. A Penalty Notice can be issued to each parent for each child. There is no option to pay a reduced fee for a second offence. Failure to pay the Penalty Notice could result in prosecution through the magistrate's court. Please refer to the school's website for further information regarding the Penalty Notice Code of Conduct.

PARENT SECTION (to be completed first)

Surname of child			First name	
Date of birth		Class	Date form completed	
Surname of parent/guardian			First name	
Reason for absence				
Length of absence (school days)				
From (date)				
To (date)				
Parent's/Guardian signature				

SCHOOL SECTION

Leave of Absence in Term Time	(i) **Approved** [ ] school days (ii) **Not approved** [ ] school days	SBC code of conduct states that 10 sessions of unauthorised absence in a 10-week period, or fewer than 10 sessions of absence for the purposes of a holiday in term time, may result in the issuing of a Penalty Notice.
Headteacher's signature		Date
Number of previous applications received		

MOMENTS MATTER, ATTENDANCE COUNTS.