



# KINGSWOOD SECONDARY ACADEMY

Principal: Mr A Burton  
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@KingswoodAcad

## LEAVE OF ABSENCE FOR PUPILS DURING TERM TIME

The Department for Education has made it clear to all schools and Academies that **holidays will not be authorised for any pupil during term time.**

If we are to help pupils fulfil their academic potential, then we have to work together to reduce absence to a bare minimum.

However, if you do decide to continue with your leave of absence application, you will still need to complete and return the slip below.

You are at risk of receiving a fixed fine penalty if you proceed with this absence. Payment of a penalty notice is £120, per child per parent, within 28 days with a reduction to £60, per child per parent, if paid within 21 days. If payment is not received within 28 days the Local Authority will consider prosecution for the unauthorised absence.

If you feel this application is due to exceptional circumstances, please put the request in writing to: Mr Burton, Principal, Kingswood Secondary Academy, Gainsborough Road, Corby, Northants, NN18 9NS

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To: Julie Roberts/Julie Smyth Attendance Managers  
Kingswood Secondary Academy, Gainsborough Road, Corby

Pupil's name: \_\_\_\_\_ Form: \_\_\_\_\_

My child will be absent from the Academy to accompany me on my annual holiday to:

\_\_\_\_\_

from \_\_\_\_\_ until \_\_\_\_\_

Total amount of days absent from the Academy:

Date of return to the Academy: \_\_\_\_\_

I understand the absence will be recorded as unauthorised and that I/we are at risk of receiving a fixed fine penalty.

I understand that payment of a penalty notice is £120, per child per parent, within 28 days with a reduction to £60, per child per parent, if paid within 21 days. If payment is not received within 28 days the Local Authority will consider prosecution for the unauthorised absence.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Carer)

*The Kingswood Secondary Academy is part of the Greenwood Dale Foundation Trust Group of Academies*

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