



Danecourt School
VALUED, RESPECTED,
SAFE & SUCCESSFUL

Hotel Road, Gillingham, Kent, ME8 6AA

Head of School: Mrs Cathryn Falconer

Tel: 01634 232589

email: office@danecourt.bptrust.org

Website: www.danecourtschool.com

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please read the following information carefully

Dear Parent/Carer,

As a school we strongly urge parents/carers to avoid any leave of absence during term time. Should however the exceptional circumstance arise whereby this is absolutely unavoidable, we request that the following form be completed and returned to the school office at least 4 weeks prior to the absence. If your request is refused, the absence will be recorded as unauthorised. This will appear both in the school register and in your child's report.

New legislation was implemented and came into effect in September 2013 which states that schools may only authorise leave of absence in **exceptional** circumstances. Therefore it is the expectation of us as a school that term time holidays should not be booked/planned in advance as they are likely to be unauthorised. In the event that you have chosen to take your child on leave during term time without authorisation or in the event whereby evidence suggests your child has been away from school with the knowledge of yourself and does not meet the statutory defences mentioned below, legal action can be taken against you or a Penalty Notice can be issued to you by the Local Authority.

A penalty notice involves a fine of £60 per parent/carer per child, but can increase if not paid by the allocated timeframe. Should you as a parent/carer fail to pay the full amount of the fine within the specified timeframe you will be liable to prosecution in a magistrate's court. A fine of up to £2500 or up to three months in prison may be imposed. Penalty notices may only be served in accordance with terms of the County Councils local code of conduct, a copy of which is kept by our school.

Statutory defences which come under Section 444(1) Education Act 1996 are:

- Absent for medical reasons
- The LEA failed to provide transport when required to do so
- Absent for religious observance
- Permission is given by the school or there was an unavoidable cause.

Yours Faithfully

Cathryn Falconer
Head of School





Danecourt School
 VALUED, RESPECTED,
 SAFE & SUCCESSFUL

Hotel Road, Gillingham, Kent, ME8 6AA
 Head of School: Mrs Cathryn Falconer
 Tel: 01634 232589
 email: office@danecourt.bptrust.org
 Website: www.danecourtschool.com

Request for authorisation of a Pupil Absence for exceptional circumstances

I wish to apply for

Childs name:
 Class:

To be authorised as being absent from school from: to

The reason for the absence being taking in term time is:

.....

Parent/Carer Signature: Date:

FOR COMPLETEION BY THE SCHOOL

Dear Parent/Carer,

Childs name: Class: Date:

Attendance so far this year:

Attendance last year:

Number of days leave for holiday taken in previous years:

At least four weeks' notice:

Exceptional reason given:

Following government guidelines, this leave of absence is therefore **unauthorised / authorised** (circle as appropriate).

As indicated prior, should the leave of absence be taken after permission has been withheld then this will be recorded as an unauthorised absence. The school will also be required to inform the Educational Welfare Officer.

Yours Faithfully

Cathryn Falconer
 Head of School

