



APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM-TIME

Under section 7 of the education Act 1996, there is no entitlement for you to take your child on holiday during term time. You may be fined for taking your child on holiday during term time without consent of the school. An absence should be considered carefully and avoided if possible. Absence during term time will disrupt a child's learning and progress. **Pupils are expected to attend every session available to them throughout the school year.**

This form must be submitted to the Headteacher providing details of the intended absence and detailing the **exceptional circumstances**. Exceptional circumstances are defined as "**rare, significant, unavoidable and short**". The Headteacher will consider the circumstances for absence and confirm in writing whether the absence will be marked authorised or unauthorised on the child's attendance record. Each request will be judged on a case by case basis. If an event can be reasonably scheduled outside of term-time then it would not be normal to authorise absence for such an event – holidays are therefore not considered 'exceptional circumstances'.

| | |
|---------------------------------|--|
| Full name of Pupil: | |
| First day of absence requested: | |
| Last day of absence requested: | |
| Reason for absence: | |
| Signature of parent: | |
| Full name of parent: | |

Should the absence be unauthorised and you choose to take the unauthorised leave from the school, then the case may be referred to Kent County Council who may choose to issue a Fixed Penalty Notice to you.

A £60 penalty notice may be issued to each parent or carer for each child, to be paid within 21 days. If this is not paid within the 21-day period, it will increase to £120. If this is not paid within 28 days, further action may be taken.

For office use:

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| Date received: | Authorised/Unauthorised | Response sent: |
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