



## NOTIFICATION OF ABSENCE

Absence requests will only be authorised in exceptional circumstances such as an immediate family wedding/funeral or religious observance. However, if you are taking a holiday you also need to notify us.

Kent County Council may issue a penalty notice if your child accumulates 5 days/10 sessions of unauthorised absence within a period of 50 school days. The penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of 28 day period may result in prosecution by the attendance Service.

Your child's/children's name/s: .....

Your name: .....

I wish to take my child/children out of school:

From: ..... To: .....

Number of school days your child/children will be absent: .....

Please detail below the reason for the requested absence:

### Headteacher's Comments

I approve this request for absence: ☐

I do not approve this request for absence: ☐

Signed:

Date:

Phil Chantler, Headteacher

Parent/Carer email response sent via Arbor

Date:

Sent by:

Admissions ☐

Headteacher ☐

Attendance Officer ☐