



St Mark's C E Primary School

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APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME

Kent County Council have advised us that you do not have the right to take your child out of school. However, school may choose to grant leave of absence of up to ten days in the most exceptional circumstances. Each case will be considered individually.

The Effect of Absence on School Progress					
A whole year has 365 days. A school year has only 190 days. This leaves: 175 days to spend on family days, visits, holidays, Shopping, household jobs and other appointments.					
No absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%
VERY GOOD – best chance of success. Gets your child off to a flying start		WORRYING – less chance of success. Makes it harder for your child to make progress.		SERIOUS CONCERN – your child will find it very difficult to make progress. May result in court action.	

Pupil Name:

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Class:

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First Day of Absence:

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Date of return to School:

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Total number of days missed:

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(Please complete reason for absence over the page)

I understand that if the absence request is unauthorised a Penalty Notice may be issued.
I understand that a Penalty is issued to each parent for each child taken out of school.
Penalty Notices are issued to each parent of each child and the amount of 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 the 28 day period may result in prosecution by the Attendance Service.

Name of Parent/Carer making application:

Signed:

Date:



Healthy Schools

Reasons for absence

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