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Church of England  
Primary School

Love to learn, learning to love,  
all different, all equal

St Helen's CEP School  
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Kent ME3 7PU



Dear Parents / Carers

## ABSENCE REQUEST DURING TERM TIME

### NOTICE TO PARENTS / CARERS

The Department for Education (DfE) has amended the regulations and guidance in relation to absences in term-time. There is no automatic right to take your child out of school during term time.

From 1st September 2013, government legislation no longer enables Head Teachers to authorise requests for leave for children to be taken out of school unless there are considered to be **exceptional circumstances**.

It is for the Head Teacher to determine the number of days a child can be away from school if the leave is granted. If you consider that your request falls into this category you will need to complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with guidance from the DfE and Medway Council.

**This means that, in the case of an unauthorised absence, the Attendance Advisory Service to Schools and Academies on behalf of Medway Council will be notified and a Penalty Notice will be issued. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.**

**All absence requests must be completed on the attached form, letters will not be accepted. This should be returned to the school a minimum of 14 days before the start of the absence.**

Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we all have a responsibility to avoid.

I hope you will support our efforts to raise attendance and attainment at our school.

Kind regards

Mrs S. Jarvis  
Head Teacher

