

Crockham Hill C.E. Primary School

Ms Lisa Higgs
Headteacher

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Crockham Hill
Edenbridge
Kent
TN8 6RP

Dear parents/carers,

At Crockham Hill CE Primary School, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We expect pupil attendance to be 95% or above. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

Term-time holidays are not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom. The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. The Headteacher will consider each request for absence individually. All requests for term time leave **must** be made in advance and be made at least 10 school days before the start of the absence.

Parents who want the school to consider granting leave of absence in school term time should read these notes carefully, **complete the attached form** and send it to the Office for the Headteacher to review.

Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. Headteachers cannot authorise any leave of absence unless the request is received before the period of absence begins.

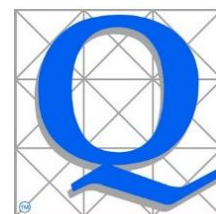
In the case of an unauthorised holiday for 5 consecutive days (10 sessions) or more or if the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks), parents may be subject to a Penalty Notice fine. The first Penalty Notice for leave in term time will be £160 per parent per child, but can be reduced to £80 per parent per child* if paid within 21 days. If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment. A third penalty notice **cannot** be issued within the three-year period; therefore, the County Council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, the potential fine is up to £1000.

* Generally, the DfE states that parents include all those with day-to-day responsibility for a child.

Thank you for your co-operation in making sure your child receives the best possible educational experience.

Yours sincerely,

Mrs Lisa Higgs
Headteacher



Crockham Hill CE Primary School - Leave of Absence Request

Leave of Absence will only be granted in EXCEPTIONAL CIRCUMSTANCES and ALL Leave of Absence Requests must be noted by the Headteacher BEFORE the leave commences.

Parents/Carers – please complete this form and forward it to the Headteacher at least **10 school days** before the date you wish your child to be absent (except in an emergency or in unforeseen circumstances).

Pupil Name: _____ Year Group: _____

Pupil Name: _____ Year Group: _____

Pupil Name: _____ Year Group: _____

First date of absence from school: _____

Date of return to school: _____

Number of school days missed: ____ Number of Sessions: ____ (1 Day = 2 sessions)

Reason (including any exceptional circumstances. Please continue on separate sheet if necessary): _____

I am aware that if the absence I am requesting is for at least 5 consecutive school days, and the request is unauthorised, I may be issued with a penalty notice.

Name/s of Parent/s involved in the request (Please provide names of all adults with parental responsibility who are requesting this absence): _____

Signed: _____ **Date:** _____

FOR OFFICE USE

Attendance to date: _____% Attendance after holiday: _____%

Authorised Absence Unauthorised Absence Absence Code:

Signed (Headteacher): _____

Response/letter sent to parent/s: <input type="checkbox"/>	Absence noted on Arbor: <input type="checkbox"/>	HT Noted: <input type="checkbox"/>	Penalty Notice applied for: <input type="checkbox"/>
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