

Speldhurst CE (Aided) Primary School

Langton Road
Speldhurst
Kent
TN3 0NP



Attendance Policy

Headteacher: Mrs Stephanie Hayward
Chair of Governors: Mrs Helen Yates

Ratified: 14th January 2026
Next Review: January 2027

Policy written by: Stephanie Hayward

Attendance Policy

Our life together at Speldhurst Church of England Primary School is rooted in the Christian values of Love, Honesty, Forgiveness, Respect, Perseverance and Stewardship.

Statement of Intent

Speldhurst Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. At Speldhurst, we want to provide a school experience that is calm, orderly, safe and supportive environment where all children want to be and are keen and ready to learn as a basis of securing good attendance.

Some children find it harder than others to attend school and therefore at all stages of improving attendance, the school works with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The law

The law entitles every child of compulsory school age to an efficient, suitable, full-time education. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child including their attainment, wellbeing and wider life choices. For the most vulnerable children, regular attendance is also an important protective factor. Research has shown associations between regular absence from school and a number of extra-familial harms, including crime and serious violence.

Parental Responsibility

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe. Parents should regularly update the school and inform on when their child is returning.

Pupils are expected to arrive by no later than 8.45am. All pupils that arrive late must report, with their parent to the school office where the reason for lateness is recorded.

To report an absence please contact the school before 9am. Contact details are as follows:

Telephone: 01892 863044
Email: office@speldhurst.kent.sch.uk

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The Role of the School Staff

At Speldhurst Primary School, there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The Headteacher, Mrs Hayward, has overall responsibility for monitoring attendance issues.

The headteacher will:

- Hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals. Provide data and reports to support the work of the board or governing body
- Regularly review attendance data

Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006) Teachers mark pupils present, absent or late. The class teacher notifies the Headteacher of children whose attendance is causing concern.

The Senior Attendance Champion, Mrs Hayward, Tel No: 01892 863044, Email: Headteacher@speldhurst.kent.sch.uk, in conjunction with The Attendance Officer, Mrs Stickings, has responsibility to:

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

The Attendance Officer, Mrs Stickings Tel No: 01892 863044, Email: office@speldhurst.kent.sch.uk , has responsibility to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence by phone call.
- Where there has been no communication, letters are sent to parents requesting reasons for absence.
- The appropriate attendance code is entered into the register (National Attendance Codes)
- Regularly inform parents about their child's attendance and absence levels
- Make the necessary statutory data returns to the local authority

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The governing body has a responsibility to:

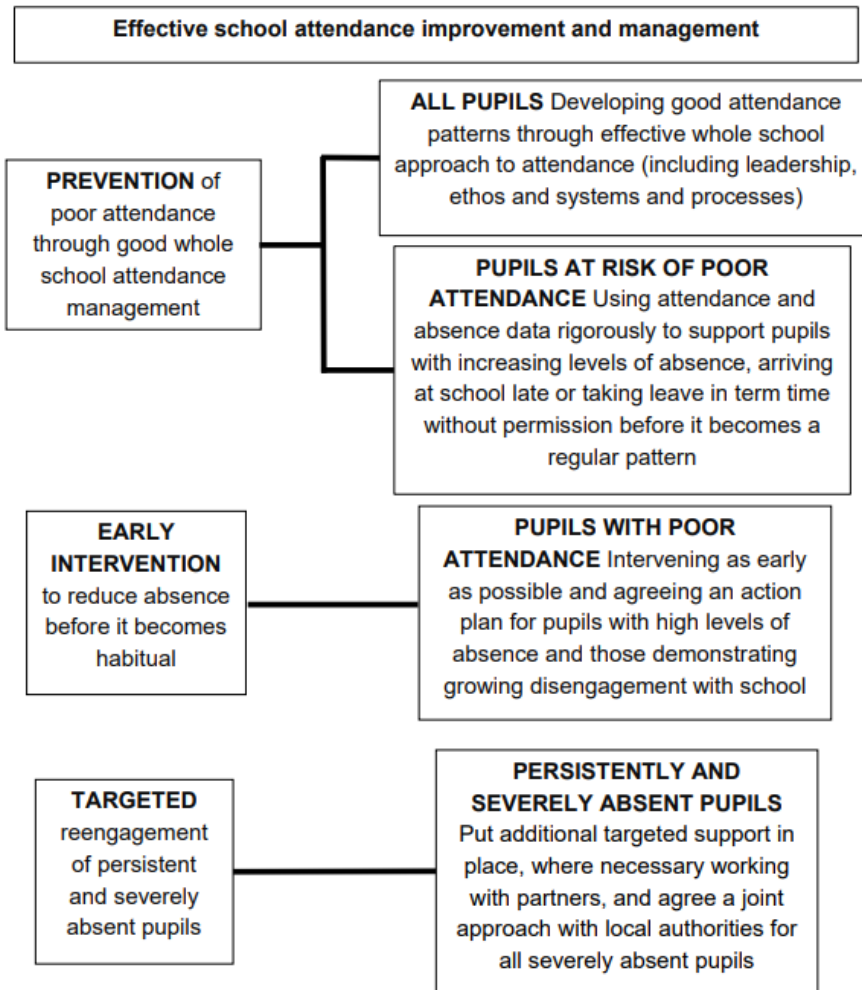
- Recognise the importance of school attendance and promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.

The local authority is expected to:

- Rigorously track local attendance data to devise a strategic approach to attendance that prioritises the pupils, pupil cohorts and schools on which to provide support and focus its efforts on to unblock area wide barriers to attendance.
- Have a School Attendance Support Team which provides the following core functions free of charge to all schools (regardless of type):
 - Communication and advice: regularly bring schools together to communicate messages, provide advice and share best practice between schools and trusts within the area.
 - Targeting Support Meetings: hold regular conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.
 - Multi-disciplinary support for families: provide access to early help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and unblock the barriers to attendance.
 - Legal intervention: take forward attendance legal intervention (using the full range of parental responsibility measures) where voluntary support has not been successful or engaged with.
- Monitor and improve the attendance of children with a social worker through their Virtual School.

Where all voluntary support options are unsuccessful or are not appropriate (e.g. an unauthorised holiday in term time), the local authority's school Attendance Support Team should liaise with school and the early help lead practitioner or social worker (where applicable) to take forward attendance legal intervention.

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Attendance monitoring

Prevention:

95 - 100% attendance - class teacher to investigate and notify Headteacher of concerns. The Headteacher to contact parents if appropriate. Parents will be regularly informed of their child's attendance

Early Intervention:

(Typically, at 90 - 95% attendance, the school will):

- Support pupils and parents by working together to address any in-school barriers to attendance.
- Where barriers are outside of the school's control, the school will work with all partners together to support pupils and parents to access any support they may need voluntarily. As a minimum, this will include meeting with pupils and parents at risk of persistent or severe absence to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support. These actions will be regularly discussed and reviewed together with pupils and families.

Targeted support:

Where absence intensifies, so will the support provided, and the school to will work in tandem with the local authority and other relevant partners:

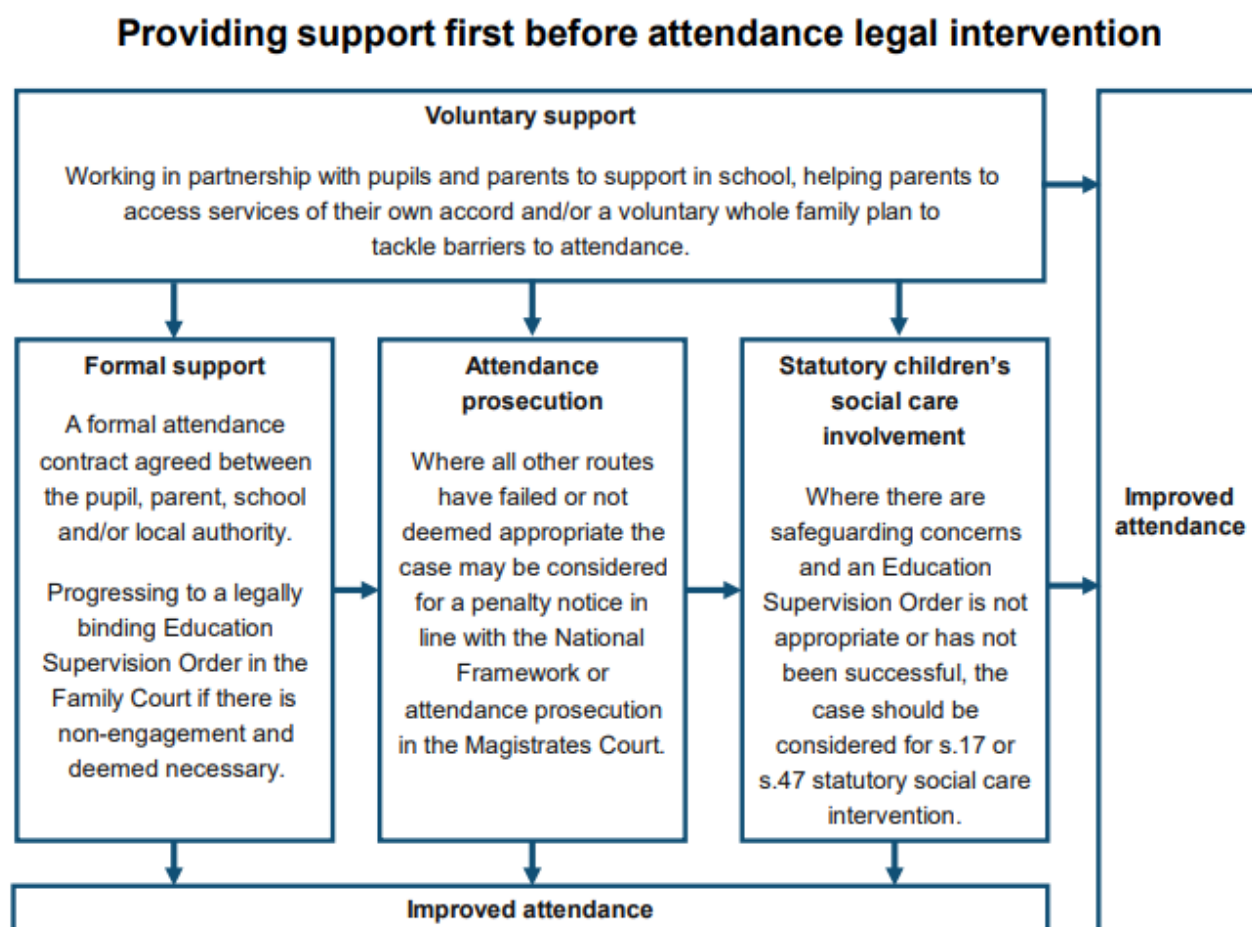
- If the needs and barriers are individual to the pupil this may include provision of mentoring, careers advice, college placements, 1-2-1 tuition or out of hours learning, or where appropriate an education, health and care plan or alternative provision.
- Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment.
- Where engagement in support is proving challenging, the school will hold more formal conversations with the parents (and pupil where they are old enough to understand). This is will be led by the head teacher and may include the school's point of contact in the local authority School Attendance Support Team. These meetings will clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in future, but will also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences.

Where voluntary support has not been effective and/or has not been engaged with the school will work with the local authority to:

- Put formal support in place in the form of a Notices to improve or an education supervision order.
- Issue a fixed penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour.
- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).
- Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

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See table below.



Children Missing Education

In accordance with regulation 12(6) of the Education (Pupil Registration) (England) Regulations 2006 as amended, the school will notify the local authority when a pupil's name is to be deleted from the admission register under any of the reasons set out in regulation 8, as soon as the pupil's name is to be deleted. This does not apply where the pupil's name is deleted after they have completed the school's final year (for example, pupils who leave primary school at the end of Year 6).

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances: -

- If the whereabouts of the child is unknown and the school have failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

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Lateness

At Speldhurst Primary School the school gates open at 8.35am (all school years) and close at 8.45am. The gates reopen at 3.10pm with Reception/KS1 being dismissed at 3.15pm and KS2 at 3.20pm.

At Speldhurst Primary School the register is taken at 8.45 am and 1pm. Pupils arriving after these times must enter school by the main entrance and report to reception where their reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9 am and 1.15 pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Authorising Absence

Only the Head Teacher can authorise absence using a consistent approach. The Headteacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

Absence (leave) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays

Planned Absence Medical or dental appointments

Being absent for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we do ask that parents try to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary and not more than half a day unless significant treatment is planned.

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Penalty Notices

Two Penalty Notices can be issued to the same parent in respect of the same child within a three year rolling period, and any second notice within that period is charged at a higher rate:

- The first Penalty Notice issued to a parent in respect of a particular pupil will be charged at **£160** if paid within 28 days. This will be reduced to **£80** if paid within 21 days.
- A second Penalty Notice issued to the same parent in respect of the same pupil is charged at a **flat rate of £160** if paid within 28 days.
- A third Penalty Notice cannot be issued to the same parent in respect of the same child within three years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those three years, and KCC will take alternative action instead which may include prosecution in the Magistrates Courts under section 444 of the Education Act 1996

The third type of Penalty Notice detailed above is not included in the National Framework and therefore not subject to the same considerations about support being provided or count towards the limit as part of the escalation process in the case of repeat offences for non-attendance. These Penalty Notices are charged at **£120** if paid within 28 days, reduced to **£60** if paid within 21 days.

Leave of Absence/Holiday

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Head Teacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Head Teacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Head Teacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.

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- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Head Teachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the KPAS, Kent PRU and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school.

In this policy, any reference to 'parent' refers to parent, guardian or carer.

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Attendance codes currently in use

Code	Full name	Description
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
B	Educated off Site	Attending any other approved educational activity
K	Education provision provided by LA	Attending educational provision arranged by the local authority
P	Sporting Activity (Approved)	Participating in a sporting activity.
V	Educational trip	Attending an educational trip or visit.
W	Work Experience	Attending work experience.
D	Dual Registration	Dual registered at another school
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Leave of absence for a compulsory school age pupil subject to a part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
E	Excluded	Suspended or permanently excluded and no alternative provision made.
M	Medical/Dental Appointments	Leave of absence for the purpose of attending a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	Religious observance
S	Study Leave	Leave of absence for the purpose of studying for a public examination.
T	Traveller Absence	Parent travelling for occupational purposes
I	Illness	Illness (not medical or dental appointments)

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I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided or established.
O	Unauthorised Absence	Absent in other or unknown circumstances
U	Late (After Register Closes)	Arrived in school after registration closed
These codes are not counted so will not affect attendance figures.		
X	Non-statutory school age absence	Non-compulsory school-age children are not expected to attend.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

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Appendix 1 – Typical ‘late’ letter

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «name» has been arriving late at school. Below for your information is a summary of attendance indicating the days «forename» was late (Code L):

«dates_of_lates_before»

Total lates before registration closed: «total_lates_before» half day sessions

At our school the register is taken at **8.45** am and at **1** pm.

A pupil’s lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our School Nurse, please do not hesitate to contact us.

Yours sincerely

Headteacher

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Appendix 2 – Typical ‘U’ letter

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates_of_lates_after»

Total lates after registration closed: «total_lates_after» half day sessions

At our school the register is taken at 8.45 am and is closed at 9 am for the morning session and taken again at 1 pm and closed at 1.15 pm for the afternoon session. Pupils arriving after the register has closed will be marked ‘U’ which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child’s learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely

Head Teacher

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Appendix 3 – First letter of concern

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been absent from school. I attach for your information a summary of attendance indicating the days «forename» was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve «forename»'s attendance. If we can help in any way, perhaps via our School Nurse, please do not hesitate to contact us.

Yours sincerely

Head Teacher

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Appendix 4 – Early Intervention meeting

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re: «forename» «surname»

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. «forename»'s attendance at school is currently «percentage_attendance»% which means «he_she» has missed «total_authorised_absences» half day sessions for authorised absence and «total_unauthorised_absences» half day sessions for unauthorised absence. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «forename»'s attendance, I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for ?? at ?? It is important that you and «forename» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

??

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

If you do not attend this meeting and «forename»'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution.

Thank you for your co-operation.

Yours sincerely

Head Teacher

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Appendix 5 – Refusal of request for absence

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time

For the attention of the parents of «foreSpeldhurst Primary School» «surSpeldhurst Primary School»

I have received your request to take «forename out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be charged at £160 if paid within 28 days. This will be 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.

Yours sincerely

Head Teacher

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Appendix 6 – Notification of penalty notice for not requesting absence

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time

For the attention of the parents of «forename» «surname»

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances". ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 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.

Yours sincerely

Headteacher

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Appendix 7 – typical letter following unauthorised absence

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Speldhurst Primary School: «forename» «surname» DOB: «date_of_birth»

With reference to our letter dated **??date**, the leave of absence taken between **??date** and **??date** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Headteacher

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Appendix 8 – typical traveller absence letter

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence

«forename» «surname»

I am writing to say how concerned I am over the number of times forename» has been absent from school. This academic year «forename» has missed «total_authorised_absences» authorised half day sessions and «total_unauthorised_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage_attendance»%.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the school in advance.

If you would like to speak to me about «forename»'s attendance, please telephone the school to make an appointment.

Yours sincerely

Head Teacher

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Leave of Absence Request

The following information comes from KCC and applies to all Kent Schools.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Following this amendment requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances". An "exceptional circumstance" would have to be defined as an unavoidable cause e.g., a one-off emergency situation which prevents the child from attending school.

The Headteacher will consider each request for absence individually but can only grant such requests in exceptional circumstances. There is no right of appeal as the authorisation of the absence is the sole responsibility of the Headteacher. The Headteacher cannot give retrospective approval so any request should be made in advance by least 2 weeks.

Exceptional circumstances may include:

- Family Trauma, serious illness/death of a close relative/person to the family
- To attend a wedding of a close person to the family
- Attending functions in line with culture and or religion
- Where employer stipulates that holiday has to be taken during a set period (letter from employer is required as evidence)

All requests for leave of absence must be made using this form. Completed forms must be returned to the school office. Please note that email requests for leave of absence will not be considered unless accompanied by this form. If you require help completing this form, please contact the school office and staff will be happy to assist you.

Although each request will be considered individually, **we will never normally authorise leave of absence in term time under the following circumstances:**

- During assessment periods
- Where the child is persistently absent, including because of ill health (unless certified by medical evidence), existing attendance record will be considered in making the decision whether to grant the leave e.g. absence will not usually be authorised if it takes a pupil's absence record below 90%

Leave of absence taken without the Headteacher's permission, or failure to return on the agreed date, will mean that the absence is unauthorised and marked as (G) unauthorised holiday. The deliberate taking of unauthorised leave in term time may result in parents/carers being liable to a penalty notice. Any leave of 5 school days (10 or more half day sessions) accumulative over a 50 school days (100 school sessions) period may result in a penalty notice. Penalty notices are issued to each parent per child if paid within 21 days increasing if paid between 21 and 28 days. Please see www.kent.gov.uk for up to date charges.

Leave of absence taken without any notification to the school will be marked as (O) unauthorised absence and may still result in a penalty notice.

Headteacher