



Edenbridge Primary School The Pioneer Academy

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ABSENCE FROM LEARNING REQUEST

Dear Parents/Carers

The law does not grant parents/carers an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. This is something we all have a responsibility to avoid.

The Department for Education allows a Head Teacher the discretion to consider authorising absence in term time only in extremely rare "exceptional circumstances".

Edenbridge Primary School rarely supports any holiday requests for term time leave. However, we would expect to be notified of your decision to remove your child from school during term time regardless of the reason by completing the form on the reverse of this letter. A response will be sent to you as soon as possible. If the absence is not considered to be exceptional circumstances and you nevertheless take your child out of school for the holiday, the absence will be recorded as unauthorised.

In the case of an unauthorised holiday for 5 consecutive days or more the Educational Welfare Service will be notified and a Penalty Notice may be issued.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

This form must be completed for all requests for term time leave and returned to the school at least 7 days before the start of the absence.

I hope you will support our efforts to raise attendance and attainment at our school. If you have any queries regarding this matter, please speak to the school office.

Yours sincerely

Miss Mary Gates
Head Teacher

Head Teacher – Miss Mary Gates
Deputy Head Teacher – Mrs Katie Day

The Pioneer Academy is committed to safeguarding and promoting the welfare of all our pupils and expect all staff and volunteers to share this commitment.

