



ST MARGARET'S C of E JUNIOR SCHOOL

Orchard Street, Rainham, Kent ME8 9AE
Tel (01634) 230998 office@stmargaretsjnr.medway.sch.uk
Web site: www.stmargaretsonline.net



Headteacher: Mr L Williams



A founding member of MAST

APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

The approval of the Headteacher, on behalf of the Governors, must be obtained before the child's absence from school.

Headteachers, on behalf of the Governors, may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers, on behalf of the Governors, should also determine the number of school days a child can be away if leave is granted. We would like you to be aware that if approval is not granted and you decide to go ahead, it will be classed as unauthorised absence and as such will need to be referred to the Attendance Advisory Service at Medway Council who may consider issuing a fixed penalty notice. The time allowed for payment of penalty notices (fines) has been reduced. The fine is £80 per child per parent if paid within 21 days which increases to £160 per child per parent if paid within 28 days. If the fine is not paid the penalty notice will proceed to Court.

Please complete this form and return it to school at least two weeks before the proposed period of absence.

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LEAVE OF ABSENCE

Name of Child(ren)..... Class

Name of Child(ren)..... Class

Name of Child(ren)..... Class

Please advise below siblings in St Margaret's Infant School:

Name of Child(ren)..... Class

Name of Child(ren)..... Class

I wish my child(ren) to be absent:-

From(the first day not at school)

To(the last day not at school)

A letter explaining the exceptional circumstances for the leave of absence must accompany this form.

Signed..... Date.....



"Growing and achieving in God's love"

