



Meopham School Absence Request Form

Date of application:

Name of child and the child's year group	
Name of person requesting the absence	
Relationship to the child (e.g father / carer)	
Date the proposed absence will begin	
Date the proposed absence will end	
Number of school days affected	
Reason for absence (please see a guide for parents/carers)	

Term-Time Holidays: A Guide for Parents and Carers

Meopham School will consider every application individually; our policy is not to grant leave of absence for a holiday other than in the most exceptional circumstances. Family weddings, visiting relatives and similar family events are not considered an exceptional circumstance. There are 175 days (13 weeks) of non school days when a parent or carer can take holidays or days out, without an absence from school. An application must be made in writing, with appropriate evidence, in advance of the intended holiday. The headteacher's decision is final.

From September 2024 Kent Local Authority guidance advises that penalty notices will be issued for 10 or more unauthorised sessions within a 50 day period. On receipt of the Notice, the Penalty will be £160 per parent reducing 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. Please note, it is KCC, not the school that make the decision to issue a penalty notice and receive any fine paid.