



Bishop Chavasse

Church of England Primary School

Headteacher: Mrs Becks Hood, BSc (Hons) PGCE NPQSL

2A Baker Lane

Tonbridge

Kent TN11 0FB

T: 01732 676040

E: absence@bishopchavasseschool.org.uk

SPECIAL LEAVE REQUEST FORM

****TO BE COMPLETED 2 WEEKS IN ADVANCE****

Please may I request to have authorisation from you to take my child/children on holiday out of school

Child/Children Name/s	Date of Birth	Class / Classes

Dates of Holiday/Out of School:

Request Starting From:

Returning to school:

My reason for taking my child/children out in term time is:

Parent/Carers Name:

Signature:

Date:

Please return to school office by hand or via email: absence@bishopchavasseschool.org.uk



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School/Office Use Only

Number of School days missed: Number of half sessions missed:
Holiday Request has been authorised days Not authorised days

Head teacher's response to request:

Head Teacher's Signature: Date:

PLEASE NOTE: As of the 19th August 2024 Kent County Council's guidance on attendance has been changed. Penalty notices can now be issued for 10 sessions of unauthorised absences including lateness in a rolling period of 10 weeks. A combination of these absences over a 10 school week can be from a period of different terms and/or school years. Schools can apply for a maximum of **2 Penalty Notices in any 3-year rolling period** for unauthorised absences. On a 3rd period of unauthorised absence the school will contact Kent County Council who will prepare an order for **prosecution**. 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-day period may result in prosecution by the Kent PRU and Attendance Service Courts Team who will consider the care for prosecution.