Exceptional Circumstance Leave Request

NOTICE TO PARENTS /CARERS

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.
If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.
Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.
Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs. Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

All requests must be completed on this form; letters will not be accepted. This form should be returned to the Reception Office at least 15 school days before the start of the absence.

I hope you will support our efforts in raising attendance and attainment at Perranporth School.

Exceptional Circumstance Leave Request

Nancledra School
APPLICATION BY PARENT/CARER

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Reception Office at least 15 school days before the date you wish to remove your child from school.

Pupil Name: …………………………………………………………………………………

DOB: …………………………………….   **Year group:** ………………………..

Home Address:

…………………………………………………………………………………………………

Post Code: …………………………………………

Name of Parent/Carer completing this form: …………………………………………..

First day of absence: ……………………………………..

Date of return to school: ……………………………………

If leaving your home address before the first day of absence, please provide

the date on which you will leave: ……………………………………………………….

Total number of days missed: ……………………. **days**

Reason for absence:

Exceptional Circumstance Leave Request

I understand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to each liable parent/carer of each child taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days. I also understand that if my child is further absent from school without authorisation within any 3-year period, I will be committing a further offence under the Education Act 1996 which may result in a further request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. I understand that fines are per parent and will be capped to two fines within any three-year period. Once this limit has been reached, I understand that other action such as a parenting order or prosecution will be considered.

I understand that if I do not pay the fine, it may result in legal action being taken against me. **I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.**

Signed …………………………………………   Dated ………………………………..

(Please ensure you give at least 15 school days' notice of the proposed absence)

Exceptional Circumstance Leave Request

Below to be completed by the school:

FAO – Headteacher

% Current	% Last Year	Comments

Pupil Name:

…………………………………………………………………………… Year: …….

☐ **AUTHORISED:**

Request has been authorised for the following dates **only:**

___ / ___ / _____ to ___ / ___ /_____

☐ **UNAUTHORISED:**

Request has been unauthorised for the following dates **only:**

___ / ___ / _____ to ___ / ___ /_____

Total days authorised	
Total days unauthorised	

Signed ………………………………………………….
Headteacher

Date: ___ / ___ / ___

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request on pupil return	Signed:	Date: