

Absence Request Form

Notes to parents/carers

The law does not grant parents an automatic right to take their child out of school during term time. We publish the dates of school terms well ahead, this is to help you plan your holidays and check that it does not clash with the school term. **Permission must be sought in advance.**

Headteachers no longer have the authorisation to grant leave during the term time unless it is for exceptional circumstances as outlined by the Department for Education. If you believe your request for the absence is exceptional, please complete the below form at the bottom of this notice.

When deciding whether to allow term time leave, for any reason, the school will consider:

- **Are the circumstances surrounding the request exceptional**
- The time and duration of the leave (e.g. closeness to Standard Attainment Tests (SATs) in Year 2 and Year 6)
- Your child's record of attendance
- Learning that will be missed

Warning: if the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence**.

To the Headteacher and Governors of Dobwalls Community Primary School

I wish to apply for

Name(s) of Child(ren)

Class (es)

to be authorised as being absent from school from to inclusive

Please state clearly the exceptional circumstances which mean that this absence cannot be taken during a school holiday:

Signature of Parent/Carer Date

Name(s) of Parent(s)/Carer(s)

Address

PLEASE NOTE

This letter constitutes a formal warning. Should the above leave of absence be unauthorised and then taken, the matter will be referred to the Education Authority. This may result with you being issued with a penalty notice, failure to pay this could result in legal action being taken against you.

Please read overleaf

We hope that when you have read this notice you will consider that your child's education is too important to request any absences during term time.

Office use:

F.A.O.

Authorised The School agrees to your child being absent from school on the specified dates.

Absence dates ___/___/___ to ___/___/___ **Total Days** **to date**
(for this period) (this academic year)

Unauthorised The School **does not** authorise your request for leave in term time

Signed Headteacher Date

Please be aware of the legislation regarding unauthorised absences-

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. Penalty Notices for unauthorised absence

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.

Local Education Officers make termly visits to schools to review individual attendance figures and will visit families where children's attendance is low or there is persistent absence.

Guidance

Other absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller

Other absence from school will not be authorised:

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives

Please contact the Headteacher if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.