**Trythall CP School**

**EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST**

**NOTICE TO PARENTS /CARERS**

Dear Parent/Carer,

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 under achievement. This is something we all have a responsibility to avoid.

The Department of 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 44A and 44B of the said Act.***

 ***Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid with 21 days or £160 if paid after this but within the 28 days.  Failure to pay the Penalty Notice may result in legal action.***

***If a 2nd penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 if paid within 28 days of being issued.***

 ***Absence not authorised by the school may result in a prosecution in the Magistrates’ Courts 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.  Cornwall Council may also apply for the costs incurred in taking the matter to Court.***

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead. This will include consideration to prosecute under section 444 of the Education Act 1996.

All requests must be completed on the attached form, letters will not be accepted. This form should be returned to the Attendance Office at least 14 days before the start of the absence.

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

Yours sincerely,

M.Strevens

Headteacher

***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 Attendance Office at least 14 days before the date you wish to remove your child from school.

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Tutor Group:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Post Code:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Carer Name(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First day of absence**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of return to school**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total number of days missed**: \_\_\_\_\_\_\_ days

**Reason for absences:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I understand that if the absence request is unauthorised the Education Welfare Service may be notified of the absence and a Penalty Notice may be issued. I understand that a Penalty Notice is issued to each 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 understand that if I do not pay the fine, it may result in legal action being taken against me.* ***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) of the Education Act 1996.*** For an offence under the Education Act 1996 Sec 444 (1) the maximum fine is £1000. For an offence under the Education Act 1996 Sec 444 (1A) the maximum fine is £2500 or imprisonment for a term not exceeding 3 months.

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

*(Please ensure you give at least 14 days’ notice of the proposed absence)*

***Below to be completed by the school:***

|  |  |  |
| --- | --- | --- |
| % Current  | % Last Year | Comments  |
|  |  |  |

Student Name: ……………………………………………………………………………… Tutor:……………… Year:…….…

**🗌 AUTHORISED:**

Request has been authorised for the following dates **only:**\_\_\_ / \_\_\_ / \_\_\_\_\_ to \_\_\_ / \_\_\_ /\_\_\_\_\_

**🗌** **UNAUTHORISED:**

**Signed …………………………………………………. Headteacher Date \_\_\_ / \_\_\_ / \_\_\_**

|  |  |
| --- | --- |
| Letter sent / Phone Call / other | Signed: Date:  |
| Action: PN referral  | Signed: Date: |