

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. Only a Head Teacher can agree to grant leave of absence and **permission must be sought at least 20 school days in advance and must only be for exceptional circumstances**. To request leave of absence you must have parental responsibility and be the parent with whom the child normally lives. If you do not have parental responsibility and/or normally live with the child, you must seek the consent of the parent who does, and that person should complete this form. Schools will only consider requests from that parent.

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

- The reason for the leave (i.e. whether there are exceptional circumstances)
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Learning that will be missed

WARNING: UNLESS YOU HAVE RECEIVED WRITTEN CONFIRMATION FROM THE SCHOOL THAT THE ABSENCE WILL BE AUTHORISED, YOU MUST NOT ASSUME THAT IT WILL BE. IF THE HEAD TEACHER REFUSES YOUR REQUEST AND YOUR CHILD IS STILL TAKEN OUT OF SCHOOL, THE ABSENCE WILL BE RECORDED AS AN UNAUTHORISED AND YOU MAY BE LIABLE TO A £80/£160 FINE. FINES ARE ISSUED TO EACH PARENT/CARER FOR EACH CHILD. IF YOU HAVE ALREADY RECEIVED A PENALTY FINE WITHIN A 3-YEAR ROLLING PERIOD, ANY FURTHER PENALTY NOTICES WILL BE CHARGED AT A RATE OF £160 WITH NO OPTION TO PAY A REDUCED RATE OF £80. PLEASE READ THE ADVICE OVERLEAF

ABSENCE REQUEST FORM



PART 1: TO BE COMPLETED BY THE PARENT/CARER

To the Headteacher of Torpoint Community College

I wish to apply for Name(s) of Child(ren):

Name	DOB

To be authorised as being absent from school from to inclusive.

Reason for request for absence during term time. If this is a holiday request, please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:

Signature of Parent/Carer Date

Signature of Parent/Carer Date

PART 2: TO BE COMPLETED BY THE HEAD TEACHER

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

Absence dates ___/___/___ to ___/___/___

Unauthorised. The School/College does not authorise your request for leave in term time for the following reason(s):

Learning that will be missed		No Exceptional Circumstances	
The time and duration of the leave		Leave could have been taken during school holiday periods.	

Signed..... Head Teacher

HOLIDAYS IN TERM TIME. IMPORTANT: PLEASE READ THE INFORMATION BELOW

Warning: 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 a 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. In each case failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may 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. Cornwall Council may also apply for the costs incurred in taking the matter to Court. If your child is further absent from school in a 3-year period this may 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. Cornwall Council may also apply for the costs incurred in taking the matter to Court