



Perran-ar-Worthal Primary School

Leave of Absence / Exceptional Circumstance

Leave Request Form

If you considering an absence during term time, please consider the important information on the reverse of this form. All forms must be completed and returned to the School Office at least 15 school days before the date you wish to remove your child from school.

Child's name..... Date of Birth.....

Child's Class.....

Address.....

First day of absence from school:

Last day of absence from school:

Total number of days absent from school:

Why are you planning an absence during term time? Please include a thorough explanation.....

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I confirm I have read the important information on the reverse of this form and understand that if the absence request is unauthorised, a Penalty Notice may be issued. I understand that if I do not pay the fine, it may result in legal action being taken against me.

Signature of parent/guardian:

Date:

For school use only

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Authorised

☐

Unauthorised

Penalty Notice Request: Yes or No

Headteacher's signature:

Date:

School Administrator: Parent informed of decision

Date:

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school can disrupt your child's learning.

The Department for Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. An absence request form must be completed for all requests for absence. 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.

Headteacher: Rachel Heffer

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