

Penryn Partnership Absence Request Form

(Please read the notes on the back of this form before you complete it and return it to your child's school. If you have children in more than one school within the Partnership please complete a form for each school.)

Child's name:

Class or tutor group:

First day of absence from school:

Last day of absence from school:

Total number of days absent:

If you have Siblings at other Partnership schools (please give name(s) of children and school)

Why are you planning an absence during term time? Please include any information you would like us to consider.

I have read the notes overleaf. The information I have given on this form is correct:

Signature of parent or carer:

Date:

For school use only

Request approved/not approved:

Date:

Headteacher's signature:

Date:



Review of attendance coding following changes to DFE guidance

There have been amendments to the Education Regulations (Pupil Registration 2006) act. These amendments remove reference to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear **that head teachers may not grant any leave of absence during term time** unless there are exceptional circumstances.

Whilst we understand that some absences may include times when your child is ill or attending appointments, (preferably out of school time) it is important that we all work together to try to ensure that your child has the best possible chance of success whilst at school.

Warning

If you decide to still take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine per child, per parent, of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and / or custodial sentences. The Council may also apply for the costs incurred in taking the matter to court.

If you have a problem getting your child to school let us know. We may be able to help.

At the end of the day we all need to work together for the benefit of your children.

