



## **MARAZION SCHOOL REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

The Department for 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 informing you of the headteacher's decision. Please note that 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.*

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

## 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 School Office at least 15 school days before the date you wish to remove your child from school.

**Child's Name:** ..... **DOB:** .....

**Class:** .....

**Home Address:** .....

**Post Code:** .....

**Name of Parent/Carer completing this form:** .....

**First day of absence:** .....

**Date of return to school:** .....

**Total number of days missed:** ..... **days**

**Reason for absence:** .....

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*I understand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to **each** liable 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 (or £160 with no option to pay the lower amount if it is the 2<sup>nd</sup> penalty notice within a rolling 3-year period). I understand that if I do not pay the fine, it may result in legal action being taken against me. I understand that 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) and Section 444(1A) of the Education Act 1996.*

If you are given permission for a leave of absence, please note that you or another provider (if this is an absence related to sports events, rehearsals etc) have responsibility for the safeguarding of your child during that time. Please also make sure that you have checked that any staff of outside providers have appropriate and current DBS checks.

Name ..... Signed .....

Dated .....

**BELOW TO BE COMPLETED BY SCHOOL: FAO – Headteacher**

% Current	% Last Year	Comments

Student Name: .....

Class: ..... Year: .....

**AUTHORISED**

**UNAUTHORISED**

Request has been authorised for the following dates:

..... / ..... / ..... to ..... / ..... / .....

Signed ..... (Headteacher)

Date ..... / ..... / .....

Page 3 of form (copy) returned	Signed: Date:
Action: PN Request	Signed: Date: