CORNWALL EDUCATION LEARNING TRUST

FOWEY PRIMARY SCHOOL Sharing our Strengths

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 you decide to 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 as the issuing officer will 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 of £60 if paid within 21 days or £120 if paid after this but within 28 days. Fines are issued per parent/carer, per child. 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.

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

I hope you will support our efforts in raising attendance and attainment at Fowey Primary School.

Yours sincerely

Headteacher

*** 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. Alternatively a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine 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.**

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 14 days before the date you wish to remove your child from school.

Pupil's Name: _____ Class: _____

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, Cornwall Council (the issuing officer) may be notified of the absence and legal action may be taken. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. 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 £60 if paid within 21 days, increasing to £120 if paid within 28 days. I understand that if I do not pay the fine, it may result in Court 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. Persistant absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2500 and/or custodial sentences.

Signed ……

Dated …….

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