

## **ABSENCE REQUEST FORM/ 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.

**In the case of an unauthorised absence the Education Welfare Services may be notified and a Penalty Notice may be issued. Please note that a Penalty is issued to each parent for each child taken out of school. A Penalty Notice carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. If the fine is not paid after 28 days, it may result in legal action being taken against you. 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.**

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

I hope you will support our efforts in raising attendance and attainment at Saltash Community School.

Yours sincerely

Ms K Littledyke  
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

**The person completing this form must have Parental Responsibility and  
be the parent/carer with whom the child normally lives**

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Attendance Office at least 14 days before the date you wish to remove your child from school.

**Student Name:** \_\_\_\_\_ **Tutor Group:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Parent/Carer Name(s):** \_\_\_\_\_

**First day of absence:** \_\_\_\_\_ **Date of return to school:** \_\_\_\_\_

**Total number of days missed:** \_\_\_\_\_

**Reason for absence:**

*I understand that if the absence request is unauthorised the Education Welfare Service may be notified of the absence and a Penalty Notice may be issued. 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 legal 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.***

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_