



**EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST**

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 underachievement. This is something we all have a responsibility to avoid.

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 below. 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 £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 legal action. Absence not authorised by the school may 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 £2,5000 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.*

Child's Name/s: ..... Year Group/s: .....

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

First day of absence: ..... Last day of absence: .....

Total number of school days missed: .....

Reason for absence: .....

.....  
 .....  
 .....

*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/carers 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. **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.***

Signed: .....

Dated: .....

**FOR OFFICE USE ONLY:**

FAO: Headteacher

Attendance % Current	Attendance % Last Year	Comments

Pupil Name/s: ..... Year/s: .....

Authorised

Request has been authorised for the following dates only:

\_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Unauthorised

Signed: .....  
(Headteacher)

Date: .....

Letter sent / Phone Call / Other Date: ..... Signed: .....