Pupil Absence Request Form

Dear Parent/Carer.

There is now a national threshold of 10 unauthorised session (equivalent to 5 school days) for when a penalty notice must be considered. Under the new rules, taking your child out of school for a one-week holiday will now mean that a penalty notice must be considered.

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.

Please use this form to request authorisation for planned term-time absences for pupils.

The Department for Education makes it clear that schools may not grant any leave of absence for pupils of compulsory school age unless there are exceptional circumstances. Your request will therefore need to include evidence demonstrating that this is the case.

Please note that family holidays will not normally be approved. Term-time holidays will therefore usually be recorded as unauthorised and families may be subject to a fine.

Requests should be made as far in advance as possible to allow sufficient time for the school to consider the case in full and request further information if required.

We would strongly urge families not to make any arrangements or commitments until they receive confirmation that an absence request has been approved.

Yours

Laura J. Mead.

Headteacher

PART A	Parent/Carer Request
Pupil name	
Class/Year Group	
Dates of proposed absence	
Number of school days missed	
Reason for proposed absence, including exceptional circumstances. Please provide supporting evidence, if available.	(Continue on a separate page and attach, if required.)
Name of applicant This should be a parent/carer with parental responsibility	
Signature	I confirm that the information and reasons provided on this form are accurate.

PART B	School Response (This section will be completed by the school.)
Date of decision	
Decision	☐ Request approved for dates requested ☐ Request approved for different dates (as detailed below) ☐ Additional evidence/information requested (see below) ☐ Request declined as reasons not deemed to be exceptional circumstances ☐ Other (see below)
Additional comments by school (if required)	