



## ABSENCE REQUEST FORM

### PART 1: TO BE COMPLETED BY THE PARENT/CARER

#### Notes to parents/carers

The law does not grant parents an automatic right to take their child out of school during term time. Only a Head Teacher can agree to grant leave of absence and **permission must be sought at least 20 school days in advance and must only be for exceptional circumstances.** To request leave of absence you must have parental responsibility and be the parent with whom the child normally lives. If you do not have parental responsibility and/or normally live with the child, you must seek the consent of the parent who does, and that person should complete this form. Schools will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, the school will only consider:

- The reason for the leave (i.e. whether there are exceptional circumstances)
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Learning that will be missed

**WARNING: UNLESS YOU HAVE RECEIVED WRITTEN CONFIRMATION FROM THE SCHOOL THAT THE ABSENCE WILL BE AUTHORISED, YOU MUST NOT ASSUME THAT IT WILL BE. IF THE HEAD OF SCHOOL REFUSES YOUR REQUEST AND YOUR CHILD IS STILL TAKEN OUT OF SCHOOL, THE ABSENCE WILL BE RECORDED AS AN UNAUTHORISED AND YOU MAY BE LIABLE TO A £80/£160 FINE. FINES ARE ISSUED TO EACH PARENT/CARER FOR EACH CHILD. IF YOU HAVE ALREADY RECEIVED A PENALTY FINE WITHIN A 3-YEAR ROLLING PERIOD, ANY FURTHER PENALTY NOTICES WILL BE CHARGED AT A RATE OF £160 WITH NO OPTION TO PAY A REDUCED RATE OF £80. PLEASE READ THE ADVICE OVERLEAF**

**To the Head of School** .....

I wish to apply for

Name(s) of Child(ren) ..... DOB.....

to be authorised as being absent from school from ..... to .....  
inclusive

**Reason for request for absence during term time. If this is a holiday request please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:**

Signature of Parent/Carer ..... Date .....

Signature of Parent/Carer ..... Date .....

**PART 2: TO BE COMPLETED BY THE HEAD OF SCHOOL**

**Authorised** The School agrees to your child being absent from school on the specified dates.

**Absence dates** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Unauthorised** The School does not authorise your request for leave in term time for the following reason(s):

Learning that will be missed		No Exceptional Circumstances	
The time and duration of the leave		Leave could have been taken during school holiday periods	

Signed..... Head of School                      Date .....

**HOLIDAYS IN TERM TIME. IMPORTANT: PLEASE READ THE INFORMATION BELOW**

**Warning: 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 a 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. In each case 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 £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court. If your child is further absent from school in a 3-year period this 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 £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.**

The Facts	The Law
<p>It is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>What you should consider: There are times during a school year when a child may experience particular problems because of term time leave such as:</p> <ul style="list-style-type: none"> <li>• Closeness to exams or tests (Standard Attainment Tests in Year 2, 6 and 9).</li> <li>• During GCSE, and other examination courses</li> <li>• During the first year at a new school.</li> <li>• At the beginning of a new school term.</li> </ul> <p>If the school refuses a request for term time leave and the child is still taken out of school, this will be recorded as unauthorised absence and may lead to a £80/£160 fine per parent, for each child.</p> <p>Please contact your child's Headteacher if you wish to discuss your reasons for requesting the absence</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term time. Amendments to the Education (Pupil Registration) (England) (Amendment) Regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.</p> <p><b>From 19 August 2024, changes to legislation have introduced a national threshold of 10 sessions of unauthorised absence that can trigger a penalty notice. There are 2 sessions in each school day.</b></p> <p>In <b>exceptional circumstances</b> a Head Teacher may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and the parent could be liable to a penalty fine or court action in relation to failure to ensure the regular attendance of their child. If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p><b>Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.</b></p>

Other absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When the Traveller children go on the road with their parents where the school is informed beforehand

**Other absence from school will not be authorised:**

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Because holidays are cheaper in term time
- More than one day for a family wedding.

**The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time. We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time**