

# APPLICATION FOR LEAVE OF ABSENCE

## DEVORAN SCHOOL

### REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

#### Your legal responsibilities

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Headteacher **at least 20 school days** before the date you wish to remove your child from school.

Leave of absence requests during term time will not be authorised unless there are **exceptional circumstances**. We publish the dates of school terms well ahead of the current academic year. This is to help you plan your holidays outside of term time so that absence does not impact on the continuing education of your child.

You have a legal duty to make sure that your child attends school regularly and punctually. Schools have a duty to ensure that children attend school. The school and the Local Authority work in unison to monitor your child's attendance and will act if it is poor. If your child is out of school for no valid reason, or there is unauthorised absence, we may refer the matter to the Education Welfare Service who may decide to prosecute.

#### How absence is authorised

We are not able to grant leave of absence simply because a holiday is cheaper in term-time, or more convenient workwise. To ensure that we comply with these regulations, parents requesting leave of absence will need to detail the exceptional circumstance below, in order that these can be assessed.

Criteria are:

1. Absence may not be granted if attendance is below 96% (school minimum attendance target)
2. A judgement on the impact that a child's absence will have on their education
3. The exceptional circumstances relating to the request for 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.**

I request leave of absence for child's name .....

Year Group .....

for ..... days from ..... to ..... returning to school on

.....

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. These are exceptional circumstances because:

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

If you have a child at another Cornish school can you please state the name of your child and the school that they attend .....

Signed.....

Date.....

**FOR OFFICE USE ONLY**

***Below to be completed by the school:***

FAO – Headteacher

%	%	Comments
Current	Last Year	

Student Name: ..... Tutor: ..... Year: .....

**AUTHORISED:**

Request has been authorised for the following dates **only:**

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

**UNAUTHORISED:**

**Signed** ..... **Headteacher**

**Date** \_\_\_ / \_\_\_ / \_\_\_

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request	Signed:	Date:

**Decision:**

**Authorised / Unauthorised**

**EWO Yes/No**

.....

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