



Portreath
Primary School



Request for a leave of absence due to exceptional circumstances

Please note that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Child's name: Class:

First day of absence from school:

Last day of absence from school:

Returning to school on:

Total number of days absence:

Reason for request during term time.....
.....
.....
.....

Signed..... Date.....

FOR OFFICE USE ONLY

Percentage Attendance:

Request - approved / not approved

Headteachers comments.....
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.....
.....

Headteacher's signature:..... Date:.....

Leave of Absence in term time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in term time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school time to go on holiday and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

Leave of absence shall not be granted unless —

1. an application has been made in advance to the proprietor by a parent with whom the pupil normally resides: and
2. the proprietor, or a person authorised by the proprietor in accordance with paragraph (z), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

All applications should be made in writing to the Head of School at least 20 school days prior to the requested leave date. Where the decision is made not to authorise leave in term time, school will inform parent/carers in writing. Please do not book a holiday before being given permission for absence from the school.

A general guide for parents is leave for any holiday, activity or event that could be arranged during the annual 13-week holiday time would not be authorised.

On any occasion that school refuses a request for leave in term time, should a parent/carer proceed with the leave it will be recorded as code (G) (family holiday not agreed or in excess of agreement), on the school's register.

Where a leave of absence has been unauthorised, penalty notices will be considered in line with Cornwall Council's Code of Conduct for issuing Penalty Notices in respect of unauthorised absence or children present in a public place whilst excluded from school. Crofty Trust will ensure that a minimum of one other headteacher considers the exceptional circumstance before any decision is made to unauthorise a leave of absence request where the issue of a Penalty Notice is required.

Failure to notify and/or request leave of absence in term time, providing at least 5 days notice may result in all absence being recorded as (O) (unauthorised absence not covered by any other description).

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 £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.