



APPLICATION BY PARENT/CARER

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Head teacher at least 14 days before the date you wish to remove your child from school.

Student Name: _____ DOB _____ Tutor Group: _____
Home Address: _____
Post Code: _____
Parent/Carer Name(s): _____
First day of absence: _____ Date of return to school: _____
Total number of days missed: _____ days
Reason for absences: _____

_____ (please use additional sheet if required)

I understand that if the absence request is unauthorised I will be committing an offence under the Education Act 1996. The school 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 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.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

Signed:

Parent(s) Name:

Dated

(Please ensure you give at least 15 school days' notice of the proposed absence)

Below to be completed by the school:

FAO – Headteacher

% Current	% Last Year	Comments

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 referral	Signed:	Date: