



MULTI ACADEMY TRUST

Request for a leave of absence due to exceptional circumstances

Please note that Headteacher 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:

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Signed:

Date:

FOR OFFICE USE ONLY

Percentage attendance:

Request approved/not approved:

Headteacher comments:

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Headteacher signature: Date:

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.

Appendix - Parents Attendance Overview

There are 175 non-school days in a year and 190 school days each year					
Absence in terms of days		7 days absence	10 days absence	19 days absence	28 days absence 47 days absence
	190 school days in each year equals 190 days for your child's education	183 days in school	180 days in school	171 days in school and the equivalent of a month not in school that year	162 days in school. At 85% absence, your child is missing the equivalent of 1 year of education over their whole time in primary school
Percentage Attendance	100%	96%	95%	90%	85%
	Good:	Some Concern:	Worrying:	Serious Concern:	
	<ul style="list-style-type: none"> * Best chance of success * Gets your child off to a flying start * Helps their confidence and social development as well as their academic progress * Over 97% attendance is considered excellent 	<ul style="list-style-type: none"> * Harder for your child to make progress * School starts tracking your child's attendance closely. Once it falls below 93% medical evidence maybe required to authorise future absences linked to illness 	<ul style="list-style-type: none"> * Your child is now classified as a 'persistent absentee' * Education Welfare Officer involvement is likely 	<ul style="list-style-type: none"> * Absence is having a significant impact on your child's education and well-being * Legal action maybe taken 	