

## **CAMBOURNE VILLAGE COLLEGE APPLICATION FOR ABSENCE DURING TERM TIME**

### **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

This form should be completed and signed by the parent or carer having charge of the pupil. It should be returned to the Attendance Officer **at least 10 school days** before the first day of planned absence and BEFORE making any bookings regarding the absence.

Changes to Section 444 of The Education Act 1996 brought into effect in September 2013, removes the right of Head Teachers to authorise term time leave; therefore all applications for leave in term time will be unauthorised unless there are **exceptional circumstances** which must be detailed in writing to the Head Teacher at least 2 weeks prior to removal of the child from school. Parents/carers will be informed of the outcome of their application as soon as possible.

Parents/carers should be made aware that if an application for absence is refused and the leave of absence is taken, it will be recorded as unauthorised. This may lead to a referral to the Education Welfare Service which could result in a Penalty Notice being issued by the Local Authority. Where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued. If 3 or more term time leave Penalty Notices have been issued over a 3 year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

A Penalty Notice involves a fine of £60 per child, per parent/carer which has to be paid within 21 days. If the fine is not paid in time, it will rise to £120 per child, per parent/carer if paid within 28 days. Should a parent/carer fail to pay the full amount of the fine he/she will be liable to prosecution in a Magistrates court. If convicted, a fine of up to £2,500 or up to three months in prison may be imposed. These fines are paid to the Local Authority and not to the school.

As a parent or carer, you are strongly urged to avoid leave of absence from school during term time. If leave is granted, it is expected that your child/children will catch up with any work missed during their absence from school.

The following criteria are considered when reviewing applications for leave:

- Whether circumstances are exceptional
- Current attendance
- Last academic year's attendance if the request is received in the first half term.
- Leave of absence already taken during the current school year.
- 10 school days' notice has not been given.

Evidence maybe requested to support leave of absence.

**Please return completed forms to the Attendance Officer,  
at least 10 school days before the first day of planned absence.**

<b>I hereby request that:</b>		<b>Tutor Group(s)</b>
<b>Student(s) Name</b>		
<b>be granted leave of absence from Cambourne Village College.</b>		
<b>FROM:</b> <i>(first day not in school)</i>		<b>UNTIL:</b> <i>(final day off school)</i>
<b>Total number of days absence requested:</b>		
<b>Location of travel if applicable:</b>		
<b>The exceptional circumstances for this request are:</b>		

I Understand that leave of absence will only be granted in exceptional circumstances. Should this not be granted, and I take my child/children out of school, I am aware that I may be liable to a Penalty Notice or prosecution.

<b>Name of parent/carer:</b>		<b>Relationship to pupil:</b>	
<b>Signed:</b> <b>(Parent/Carer)</b>		<b>Date:</b>	

**FOR OFFICE USE ONLY**

<b>Previous Leave of Absence:</b>	
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<b>Percentage Attendance:</b>	<b>This Year:</b>	<b>Last Year (If relevant)</b>
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<b>Evidence Requested?</b>	<b>YES / NO</b>	<b>Received:</b>
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<b>Response to Request for Leave of Absence:</b>	<b>Register Code:</b>
The College will authorise this leave of absence as above.	
The College will not authorise leave of absence for the following reason/s:	

<b>Reason for decision if not approved:</b>

<b>Signed: Principal/ Deputy Principal</b>		<b>Date:</b>	
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