

HELSTON COMMUNITY COLLEGE

ASPIRATION · AMBITION · ACHIEVEMENT

Southerly Point
Co-operative
Multi-Academy Trust

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Dear Parents/Carers

EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST: NOTICE TO PARENTS/CARERS

Our College understands that the unprecedented events of 2020 in relation to the Coronavirus (COVID 19) pandemic may have led to families taking holidays at times they may not ordinarily have considered for a variety of pandemic related reasons. However, the law does not grant parents an automatic right to take their child out of school during term time. Any absence from College will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss valuable teaching time that their peers will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.

The Department of Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional, you will need to complete the form overleaf. In order for us to properly consider each request on its own merit, it will now be more important than ever to provide us with full details of the reason for the holiday request and in what regard the leave of absence has been adversely affected by the pandemic. Please ensure that you evidence if you are a front line worker, such as, but not limited to NHS, Police etc. who has had leave cancelled or blocked within the school holidays which has resulted in the request for leave of absence in term time. A response will be sent to you as soon as possible. If leave is unauthorised, and you nevertheless withdraw your child from College, the absence will be recorded as "Unauthorised Absence".

If you decide to take your child out of College without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who may decide to take 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 College may result in a prosecution in the Magistrates Court, leading to fines of up to £2,500 and/or custodial sentences. The Council may also apply for the costs incurred in taking the matter to Court.

I hope you will support our efforts in raising attendance and attainment at Helston Community College.

Yours faithfully

Mr A Lingard
Headteacher

*For an offence under the Education Act 1996 Sec 444(1) the maximum fine is £1000. For an offence under the Education Act 1996 444 (1A) the maximum fine is £2500 or imprisonment for a term not exceeding three months. **Alternatively, a penalty notice may 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. Failure to pay the penalty notice may result in Court action.**

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LEAVE OF ABSENCE APPLICATION FORM

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Attendance Office at least 15 college days before the date you wish to remove your child from college.

Student Name:…… TG……..…..

Home Address:…… Post Code……

Name of Parent/Carer:……..

First day of absence:…… Date of return to College:……

If leaving your home address before the first day of absence, please provide the date on which you will leave:

……

Total number of College days missed:……..……

Reason for absences:……..

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……..

Name(s) of Sibling(s)……..

Attending (name of school)……..

I understand that if the absence request is Unauthorised, the Education Welfare Service may be notified of the absence, and a Penalty Notice may be issued. I understand that a Penalty Notice is issued to each parent/carer of each child taken out of College, and that this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. **Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act**

Signature of parent/carer…… Date:……
(Please ensure you give at least 15 days' notice of the proposed absence)

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To be completed by HCC

Current %..... Last Year %……..

Comments…….

Recommendation:……

Request has been authorised: Y / N

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

Request has not been authorised because:……
……

Assistant Headteacher signature::……Date:……..

Parent informed by……on……

Referral for PN by……on……