



September 2019

Dear Parent/Guardian,

## EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST NOTICE TO PARENTS/CARERS

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 out on the teaching that their classmates 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. A response will be sent to you as soon as possible. If leave is not authorised, 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, as the issuing officer, will 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 up to £2,500 and/or custodial sentences.

All requests must be completed on the form overleaf. Letters will not be accepted. This form should be returned to the Attendance Office at least 14 days before the start of the absence.

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

Yours sincerely,

*W. N. Jenkins*

**Mr W Jenkins**  
**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.**

# HELSTON COMMUNITY COLLEGE

## LEAVE OF ABSENCE REQUEST FORM

*Please return this form to the Attendance Office*

Student Name:.....TG.....

Home Address:.....Post Code.....

Name of Parent/Carer:.....

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

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

Reason for absences:.....

.....

.....

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/guardian.....Date:.....

*(Please ensure you give at least 14 days' notice of the proposed absence)*

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### To be completed by HCC

TO: ATTENDANCE OFFICE

Student Name:.....TG:.....

Current %.....% Last Year.....Comments.....

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

Request has not been authorised because:.....

Headteacher signature:.....Date:.....

Parent informed by.....on.....

Referral for PN by.....on.....