

APPLICATION BY PARENT/CARER

If you are considering any absence during term time, please complete this form and return it to the Office at least 14 days before the date you wish to remove your child from school.

Student Name: _____ Class: _____

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: _____

I understand that if the absence request is unauthorised, Cornwall Council (the issuing officer) may be notified of the absence and legal action may be taken against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. I understand that a Penalty Notice is issued to each parent/carers of each child taken out of school 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 Court 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 1996. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2500 and/or custodial sentences.

Signed

Dated

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

**Overleaf to be completed by the school:
FAO – Head of School**

% Current	% Last Year	Comments

Student Name:

Student Address:.....

Tutor:.....

Year:.....

AUTHORISED:

Request has been authorised for the following dates only:

___ / ___ / ____ to ___ / ___ / ____

UNAUTHORISED:

Signed **Headteacher**

Date ___ / ___ / ____

Letter sent/Phone call/Other	Signed:	Date:
PN Referral made	Signed:	Date: