



Bude Primary Academy

APPLICATION BY PARENT/CARER

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the school office at least 14 days before the date you wish to remove your child from school.

Student Name: _____ Class Name: _____

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 absence: _____

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. 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/carer 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 absence not authorised by the school may result in prosecution in the Magistrates Court, leading to fines up to £2500 and/or custodial sentences.

Signed: _____ (Parent/Carer)

Date: _____ Please ensure you give at least 14 days' notice of the proposed absence

T: 01288 353798 W: www.budeprimary.org
E: infantsecretary@budeprimary.org E: juniorsecretary@budeprimary.org
Bude Primary Academy, Broadclose Hill, Bude EX23 8EA

A Company Limited by Guarantee. An Exempt Charity
Registered in England & Wales - Company No. 07387540
Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD





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TO BE COMPLETED BY THE HEAD OF SCHOOL

Student Name: _____ Class Name: _____

Attendance percentage to date: _____ %

Attendance percentage for last academic year: _____ %

Comments:

Authorised by:

Signed: _____ Date: _____

Unauthorised by:

Signed: _____ Date: _____

TO BE COMPLETED SCHOOL ADMINISTRATION

Letter sent home – initial & date	
Phone call made – initial & date	
Other – give details below, initial & date	

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