

## **EXCEPTIONAL CIRCUMSTANCE LEAVE OF ABSENCE REQUEST**

### **A NOTICE TO PARENTS AND CARERS**

We'd like to inform you that, as per the law, parents do not have an automatic right to take their child out of school during term time. It's worth noting that any absence from school may have an impact on your child's learning. While you may consider a holiday to be educational, it's important to acknowledge that your child may miss out on valuable classroom instruction during that period. Regular attendance is crucial for achieving academic success, and missing out on education can potentially lead to underachievement. This is something we all share a responsibility to prevent.

The Department for Education has updated its policy, and now Head Teachers are no longer able to grant leave of absence during term time unless there are exceptional circumstances. If you believe that your request for absence falls under exceptional circumstances, please complete the attached form. We will respond to your request as promptly as possible. If leave is not authorised and you still choose to withdraw your child from school, the absence will be recorded as unauthorised.

*If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry 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 legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.*

"Under Section 576 of the Education Act 1996, the term 'parent' is defined to include natural parents, regardless of marital status; any person or entity with parental responsibility for a child (as defined by the Children Act 1989); and any person who, though not a natural parent, is responsible for the care of a child. Having care of a child refers to a person with whom a child resides and who takes care of them, regardless of their relationship with said child.

If you are military services personnel, and you have recently returned from deployment or are due to go on deployment, and wish to take time away during the term, we kindly ask that you provide us with the contact details of your Line Manager, Commanding Officer or someone from the Royal Navy Family and People Support, to confirm your request.

All requests must be submitted on this form; we kindly request that letters not be used for this purpose.

Please return this form to the Attendance Office at least 15 school days prior to the intended start of the absence. We greatly appreciate your support in our efforts to improve attendance and achievement at St Michael's school.

## EXCEPTIONAL CIRCUMSTANCE LEAVE OF ABSENCE REQUEST FORM

*Please return form to the Head Teacher via the School Office*

Name of Pupil 1 ..... Class  
Name of Pupil 2 ..... Class  
Name of Pupil 3 ..... Class  
Name of Pupil 4 ..... Class

Please tick this box if you have other children in another primary or Secondary School ☐

Name of school/s .....

Proposed absence: From ..... To ..... No. of Days .....

Number of Days already taken this academic year: .....

Exceptional circumstances that mean that absence needs to be taken in term time:

### **MILITARY PERSONNEL ONLY**

If you are military personnel, please give contact details of your Line manager or confirm that you have sent proof of deployment to [mic-advice@rainbowacademy.org.uk](mailto:mic-advice@rainbowacademy.org.uk)

Name of military personnel contact .....

Contact Email/Phone No. ....

Signature of parent/guardian .....Date.....

Authorised/Not Authorised      Signed..... (Head Teacher)