

## **Torpoint Community College** **Absence Request Form**

<b>Child's Name(s)</b>		
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**Before completing the section overleaf please read the following carefully:**

*The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have parental responsibility and be the parent/carer with whom the child normally lives. Permission must be sought in advance. If you do not have parental responsibility and/or normally live with the child you must seek the consent of the parent/carer who does and that person should complete the form. Schools will only consider requests from the person with parental responsibility.*

**Things you need to know about requesting leave:**

- The absence request form must be returned to the office for the attention of the attendance officer a minimum of 15 days prior to the absence.
- If your absence request is declined and you still decide to take your child out of school it will be marked as **unauthorised absence** and we will notify Cornwall Council who may decide to take legal action against you. A Penalty Notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine per child, per parent 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. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences. The council may also apply for the costs incurred in taking the matter to court.

**When deciding whether to allow term time leave, for any reason, the College will consider the following:**

- The reason for the leave
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Your child's record of attendance
- Learning that will be missed.

**Torpoint Community College believes the greater the attendance, the greater the achievement and will therefore not authorise absences for the following circumstances (not an exhaustive list):**

- Holidays/ holidays already paid for
- Any type of shopping
- Looking after siblings/unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting
- Visiting relatives

**Absences will be authorised for the following reasons (not an exhaustive list):**

- Genuine illness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional circumstances such as bereavement
- Seeing a parent who is on leave from the armed forces (subject to confirmation from the Commanding Officer or Welfare Officer)
- When Traveller children go on the road with their parents.

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their child. However, research suggests that children who are taken out of school may never catch up on the learning they have missed. To put it into context, if your child misses two weeks of school for a holiday every year, this adds up to more than two terms over the child's whole time in school.

By making sure that your child attends school as much as possible you are ensuring that:

- Your child has the same education and opportunities as everyone else in their class.
- Your child won't need to worry about catching up on work or falling behind by missing an important lesson.
- Your child does not miss any important tests/assessments/ homework deadlines.
- Your child will be given any important information/letters sent home about parents evenings or trips at the same time as all other children.
- Your child won't miss out on the activities at the start and end of term which are often fun and a chance to develop friendships

If you wish to apply for leave of absence during term time please provide the following information:

Child's name: ..... Tutor Group: ..... Year: .....

Child's name: ..... Tutor Group: ..... Year: .....

I request absence from (date).....to (date).....

My child will return to school on (date).....

**This section must be completed**

*Please fully explain the exceptional circumstances that you would like the College to consider:*

Name of parent(s)/carer(s):  
.....

Signature of parent(s)/carer(s): ..... Date: .....

What happens next:

- Please return this completed form to the College for the attention of the Attendance Manager.
- The Headteacher will consider this request making a decision in accordance with our Attendance Policy.
- We will inform you of the outcome within 7 working days via a letter.
- Please do not make any bookings until you have received a reply.

*For official use only*

<u>Attendance Manager</u>  Date form received: .....  Date Letter sent to Parent / Carer: .....  SIMS Updated on (date): .....	<u>Headteacher</u>  Request approved: Yes/No  Headteacher's Signature: .....  Date: .....
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