

# ROBERT ARKENSTALL PRIMARY SCHOOL

**Head Teacher: Mrs K Bonney**

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## EXCEPTIONAL LEAVE OF ABSENCE

Date received by school office
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**Please complete this form and return it to the school office by giving as much notice as possible. Holidays in term time will NOT be authorised by the school. If you choose to take a child on holiday during term time, it will be recorded as 'unauthorised absence' in the register. Please read the 'Notes to parents/carers' on the reverse of this form.**

<b>To be completed by the parent or carer</b>		
Name of child		Class
Date of first day of absence	Date of last day of absence	Total days absent
Reason for absence, please give as much detail as possible		
Please inform us of any other children attending this school or another school that you will be requesting leave of absence for.		
Name of child/children		Name of school/schools
Name of parent/carers cc		Date:
Signed by parent/carers		
To be completed by the school		Signed
Authorised: YES NO		Kate Bonney - Head Teacher

## **IMPORTANT: PLEASE READ THE INFORMATION BELOW CAREFULLY**

### **NOTES TO PARENTS/CARERS**

The law does not grant parents/carers the 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 resides. Permission must be sought in advance. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absence will be conditional on the child's/children's attendance being satisfactory up to the date covered by this request.

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#### **Section 8b of the Penalty Notice Code of Conduct from Cambridgeshire County Council**

Any parent who takes a child out of school for term time leave for 10 consecutive sessions (5 days) or more, not authorised by the school (under exceptional circumstances rule), may receive a Penalty Notice. Therefore Penalty Notices will be issued for single event absences of at least 5 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable. The absences must be recorded with a 'G' code in the attendance register.

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I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a referral to the Local Authority for enforcement actions to be considered. The Local Authority could issue a Penalty Notice fine or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child. **This may result in a fine of up to £2500 and/or 3 months in prison.** The fine for a penalty notice is **£80** per child, per parent/carer, increasing to **£160** if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child(ren). This could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

**If a second penalty notice is issued for the same child within a three-year rolling period, the fine is automatically £160. For a third penalty notice within a three-year rolling period, the parent will automatically be listed for prosecution in relation to Section 444 Education Act 1996. Where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.**

You can view Cambridgeshire County Councils Penalty Notice Code of Conduct here -

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities/non-attendance-and-the-law>