

ROBERT ARKENSTALL PRIMARY SCHOOL

Head Teacher: Mrs K Bonney

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EXCEPTIONAL LEAVE OF ABSENCE

Date received by school office

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.

To be completed by the parent or carer		
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.

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 6 consecutive sessions (3 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 3 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. Such cases will have to be supported by evidence of parents being warned about a potential Penalty Notice. (The Supreme Court Judgement in the case between Isle of Wight Council v Platt (6th April 2017) clarified the meaning of regular school attendance in relation to Section 444 Education Act 1996. To attend school "regularly" means "in accordance with the rules prescribed by the school".) Contrary to the above criteria of 3 days of absence to warrant a Penalty Notice fine being issued, in exceptional circumstances 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 be considered as an alternative to a Penalty Notice fine being issued.

If 3 or more term time leave Penalty Notices have been issued over a 3 year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

A Penalty Notice involves a fine of £60, per child, per parent/carer if paid within 21 days, rising to £120, per child, per parent/carer if paid within 28 days. Should a parent or carer on whom notice is served fail to pay the full amount of the fine within the specified time they will be liable to prosecution in a Magistrates court where on conviction a fine up to £2500 or a sentence of up to three months in prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local code of conduct, a copy of which is retained by the school.

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>