

Falmouth Partnership Exceptional Leave Form

(Please read the notes on the back of this form before you complete it and return it to your child's school.)

Child's Name: _____ Class or tutor group: _____

Do you have a child and/or children in another Falmouth Partnership school for whom you are also requesting exceptional leave? N / Y If Y which school do they attend? _____

First day of absence from school: _____

Last day of absence from school: _____

Total number of days absent: _____

Why are you planning an absence during the school term? Please include any information you would like us to consider.

Name and Address of employers: _____

I have read the notes overleaf. The information I have given on this form is correct:

Signature of parent or carer: _____ Date: _____

For school use only

Request approved / not approved: _____ Date: _____

Code: _____ Notes: _____

Headteacher's signature: _____ Date: _____

Review of attendance coding following changes to DFE guidance

There have been amendments to the Education Regulations (Pupil Registration 2006) act. These amendments remove reference to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Whilst we understand that some absences may include times when your child is ill or attending appointments, preferably out of school time, it is important that we all work together to try to ensure that your child has the best possible chance of success whilst at school.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively, a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries 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 will result in Court action.

If you have a problem getting your child to school let us know. We may be able to help.

Whilst requests for 'exceptional leave' will be considered on an individual basis, those that do not meet the requirements of the Department for Education's guidelines cannot be granted and the Falmouth Schools Partnership will not permit (holiday) leave:

- where pupils'/students' attendance in the current term and over the previous two terms is less than 95%
- where pupils'/students' have a poor record of punctuality and/or need to catch up on work
- if any leave has been granted previously during the same school year
- during the month of September
- during ANY examination/assessment period, including mock exams and/or SATs
- for students in years 10 and 11