



September 2018

Dear Parent/Carer

EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST **NOTICE TO PARENTS/CARERS**

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from College will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.

The Department of Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional, you will need to complete the form overleaf. A response will be sent to you as soon as possible. If leave is not authorised, and you nevertheless withdraw your child from College, the absence will be recorded as Unauthorised Absence.

In the case of Unauthorised Absence the Education Welfare Service may be notified and a Penalty Notice may be issued. Please note that a Penalty is issued to each parent for each child taken out of College. A Penalty Notice carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. If the fine is not paid after 28 days, it may result in legal action being taken against you. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

All requests must be completed on the form overleaf. Letters will not be accepted. This form should be returned to the Attendance Office at least 14 days before the start of the absence.

I hope you will support our efforts in raising attendance and attainment at Helston Community College.

Yours sincerely,

W. N. Jenkins

Mr W Jenkins
Headteacher

*For an offence under the Education Act 1996 Sec 444(1) the maximum fine is £1000. For an offence under the Education Act 1996 444 (1A) the maximum fine is £2500 or imprisonment for a term not exceeding three months. **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 may result in Court action.**



HELSTON COMMUNITY COLLEGE LEAVE OF ABSENCE REQUEST FORM

Please return this form to the Attendance Office

Student's Name:	
Student's Tutor Group:	
Home Address:	
Name of Parent/Carer requesting absence:	

Frist day of absence:	
Date of return to College:	
Total number of College days missed:	

REASON FOR ABSENCE (PLEASE STATE BELOW)

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Name(s) of Sibling(s)	
Attending (Name of School)	

I understand that if the absence request is Unauthorised, the Education Welfare Service may be notified of the absence, and a Penalty Notice may be issued. I understand that a Penalty Notice is issued to each parent/carers of each child taken out of College, and that this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. **Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act**

Signed:
(Parent/Carer)

Date:.....

PLEASE ENSURE YOU GIVE AT LEAST 14 DAYS' NOTICE OF THE PROPOSED ABSENCE.



THIS SECTION IS TO BE COMPLETED BY HELSTON COMMUNITY COLLEGE

Student's Name:	
Student's Tutor Group:	
Current Attendance (%):	
Attendance (%) Last Academic Year:	
Comments:	

- ☐ AUTHORISED
☐ UNAUTHORISED

Request has been AUTHORISED for the following dates only:

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Reason request is UNAUTHORISED:

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Signed:.....
 (Headteacher)

Date:.....

Parent/Carer informed by on

Referral for PN by on
