



MULTI ACADEMY TRUST

**Request for a leave of absence due to exceptional circumstances**

Please note that Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

Child's name: ..... Class: .....

First day of absence from school: .....

Last day of absence from school: .....

Returning to school on: .....

Total number of days absence: .....

Reason for request during term time:

.....  
.....  
.....  
.....

Signed: .....

Date: .....

**FOR OFFICE USE ONLY**

Percentage attendance: .....

Request approved/not approved: .....

Headteacher comments:

.....  
.....  
.....

Parent Name (**print**) ..... Parent signature .....

Headteacher signature: ..... Date: .....

***If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry 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 legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.***

Appendix - Parents Attendance Overview

There are 175 non-school days in a year and 190 school days each year

Absence in terms of days	Percentage Attendance					

190 school days in each year equals 190 days for your child's education

100%

7 days absence

183 days in school

96%

10 days absence

180 days in school

95%

19 days absence

171 days in school and the equivalent of a month not in school that year

90%

28 days absence

162 days in school. At 85% absence, your child is missing the equivalent of 1 year of education over their whole time in primary school

85%

47 days absence

143 days in school

75%

**Good:**

- \* Best chance of success
- \* Gets your child off to a flying start
- \* Helps their confidence and social development as well as their academic progress
- \* Over 97% attendance is considered excellent

**Some Concern:**

- \* Harder for your child to make progress
- \* School starts tracking your child's attendance closely. Once it falls below 93% medical evidence maybe required to authorise future absences linked to illness

**Worrying:**

- \* Your child is now classified as a 'persistent absentee'
- \* Education Welfare Officer involvement is likely

**Serious Concern:**

- \* Absence is having a significant impact on your child's education and well-being
- \* Legal action maybe taken