

**REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME**

<b>Section A</b>			
Child's Name		Class	
First date of proposed absence from school		Last date of proposed absence from school	
Total number of days absent			
Why does this absence have to be taken during term time? (please ensure that you make the case for why this can be classed as <b>exceptional</b> leave)			
Please note that your absence will only be authorised in <b>EXCEPTIONAL</b> circumstances and the Headteacher will determine how many days leave are allowed.			

<b>Section B</b>	
I have read the notes overleaf. The information I have given on this form is correct	
Signature of parent or carer	Date

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**Section C - For Office Use Only - To Return to Parents - Copy for Class Teacher & File**

Name of Child		Class		Date of Absence	
% Attendance last year		% Attendance last term		No. days absence current year	
Request approved	Yes / No				
Absence Code to be used					
Headteacher's Signature	Date				

## **Notes on Application for a family holiday**

**Please read these notes prior to completing the attached form.**

### **Planning your holiday**

We publish the dates for school terms well ahead, and they are always available to you on-line on the Cornwall County Council website; [www.cornwall.gov.uk](http://www.cornwall.gov.uk) and type term dates into the search bar. This is to help you plan your holidays. When you book your holiday, please check that it does **not** clash with the school term.

### **The value of regular attendance**

Your child must attend school regularly, especially to gain qualifications for future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

### **Your legal responsibilities**

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

### **Term-time holiday**

The Education (Pupil Registration) (England) Regulations 2006 previously allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in 'special circumstances' of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in 'exceptional circumstances'.

Amendments to the 2006 regulations have removed the references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant **any** leave of absence during term time unless there are 'exceptional circumstances'. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

### **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.