

## **APPENDIX A**

### **APPLICATION FOR TERM TIME ABSENCE**

#### **Granting Approval for term-time absence**

With effect from September 2013 headteachers may no longer grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

#### **Guiding principles for term-time absence approval**

- It is not possible to write a definitive list of occasions which may be classed as 'exceptional circumstances'. However, these may include religious observance, attendance at a funeral or to visit a seriously ill family member etc.
- Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. The Headteacher will rightly prioritise attendance, and it is unlikely that **holidays** taken in term time will be deemed to fall into the definition being 'exceptional circumstances', and are therefore likely to be classed as unauthorised.
- The decision to authorise a pupil's absence is wholly at the head teacher's discretion based on their assessment and merits of each request.
- If an event can be reasonably scheduled outside of term-time then it would not be normal to authorise absence for such an event – holidays are therefore not considered 'exceptional circumstances'

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

#### **Possible Legal sanctions**

**If you decide to take your child out of school without permission, you will be committing an offence under the Education Act 1996. We may refer this matter to Cornwall County Council who as an issuing officer may decide to take legal action against you. A penalty notice can 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. Fines are issued per parent/carers, per child. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2500 and/or custodial sentences.**

Alverton School may complete a referral to the EWO for consideration of a fixed penalty notice to be imposed via the Local Authority in the following circumstances:

- A. Where there have been 10 unauthorised absences within the previous 100 sessions.
- B. Where a child's attendance has a history of being categorised as poor, and where the child is of compulsory school age,
- C. Where a child's attendance places them in the DfEs persistent absentee category, and where the child is of compulsory school age.
- D. Where an unauthorised absence has been incurred as a result of a term-time holiday, and where any one of the previous points applies (A,B or C above), or will apply as a result of that absence.
- E. Where an excluded pupil is found in a public place during school hours without a justifiable reason.

## **Request for a child to have a term-time absence**

(Please read the notes on the back of this form before you fill it in.)

### **Section A**

- Child's name: ..... Class: .....
- Home Address: .....
- First day of absence from school: .....
- Last day of absence from school: .....
- Total number of days absent: .....

**What are the 'exceptional circumstances' for your term-time absence request that you wish the school to consider?**

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

Signature of parent or carer: .....

Date: .....

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### **Section B— *for school use only***

Request approved/not approved: .....

Reasons: .....

Headteacher's signature: .....

Date: .....