**TERM TIME ABSENCE FORM** APPLICATION BY PARENT/CARER

**St Erme with Trispen School Term Time Absence Form**

CHILD NAME(S)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR(S)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASS(ES)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRST DAY OF ABSENCE FROM SCHOOL: (PLEASE INCLUDE TIMES I.E AM/PM OR ALL DAY)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAST DAY OF ABSENCE FROM SCHOOL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL NUMBER OF DAYS:\_\_\_\_\_\_\_\_\_\_\_\_

**REASON FOR LEAVE**

PLEASE PROVIDE DETAILS OF THE ABSENCE AND WHY THIS IS DURING THE SCHOOL TERM/

SCHOOL HOURS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 £80 if paid within 21 days or £160 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 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.

**DECLARATION**

I HAVE READ THE INFORMATION ABOVE AND CONFIRM THAT THE INFORMATION IS ACCURATE AND CORRECT. I UNDERSTAND THAT A REFERRAL WILL BE MADE TO CORNWALL COUNCIL FOR A POTENTIAL PENALTY NOTICE FINE WHERE AN UNAUTHORISED TERM TIME HOLIDAY IS 5 DAYS OR OVER.

NAME OF PARENT/CARER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO PUPIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR SCHOOL USE ONLY**

REQUEST: **AUTHORSIED/ UNAUTHORISED** (please circle)

SIGNED BY HEADTEACHER:­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| 100% attendance | 190 days in Education | No missed days | Best chance of success |  |
| 95% attendance | 180 days in Education | 10 missed days | Best chance of success |  |
| 94% attendance | 179 days in Education | 11 missed days | Cause for concern |  |
| 91% attendance | 172 days in Education | 18 missed days | Less chance of success |  |
| 90% attendance | 171 days in Education | 19 missed days | Casue of serious concern. Persistant absence. Unlikely to fulfil academic potential |  |