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 BSc Hons  
 Deputy Headteachers  
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## **REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME**

**Please read the information overleaf carefully before completing this form.**

<b>Pupil's Name:</b>	<b>Date of Birth:</b>	<b>Class:</b>
<b>First Date of Absence:</b>	<b>Date of Return:</b>	<b>No. of School Days Absent:</b>
<b>Exceptional Reason for Absence:</b>		
<i>If the absence is due to a medical or dental appointment, please attach the appointment card or letter as evidence of the appointment.</i>		
<b>Name of Parent:</b>	<b>Home Telephone No:</b>	<b>Mobile Phone No:</b>
<b>Email:</b>		
<b>Declaration:</b> I have read the information overleaf and I understand that I/we may receive a fixed Penalty Notice if my/our term time leave is unauthorised or my/our child(ren) receive(s) unauthorised school absence as a result of this request.		
<b>Signature of Parent:</b>		

<b>For the Headteacher to complete</b>	
Date received:	
Current Attendance:                      %	Last Year's Attendance                      %
Exceptional Reason Accepted:                      Yes / No	
Signed by James Kilsby, Headteacher:	Date:
<b>If you still intend to take the term time leave, please know that the absence has been authorised / unauthorised (delete as appropriate).</b>	



## Request for Exceptional Leave of Absence During Term Time

Cottenham Primary School, the Local Authority and Government believe that absence during term time should be avoided as it can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Headteacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

*Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.*

As a result of the changes on 19th August 2024 we are revising our Attendance Policy, which from 1<sup>st</sup> September 2024 will include the following:

- Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Request for Exceptional Leave of Absence During Term Time' These may be obtained from the school office or from the CPS website.
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age.
- If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.
- For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.
- For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

NB

The word 'parent' for the purposes of attendance includes anyone who lives with the child and has day-to-day care of that child. This is in addition to legal guardians and those with parental responsibility.

