



## **Blackwater CP School**

### **APPLICATION BY PARENT/CARER**

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Reception Office at least 15 school days before the date you wish to remove your child from school.

**Pupil Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Year group:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Name of Parent/Carer completing this form:** \_\_\_\_\_

**First day of absence:** \_\_\_\_\_

**Date of return to school:** \_\_\_\_\_

**If leaving your home address before the first day of absence, please provide the date on which you will leave** \_\_\_\_\_

**Total number of days missed:** \_\_\_\_\_ days

**Reason for absence:**

*I understand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to each liable parent/carer of each child taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days. I also understand that if my child is further absent from school without authorisation within any 3-year period, I will be committing a further offence under the Education Act 1996. Which may result in a further request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty*



Notices for a second offence are and each carry a fine of £160,

issued per liable parent, per child payable within 28 days. I

understand that fines are per parent and will be capped to two fines within any three-year period. Once this limit has been reached, I understand that other action such as a parenting order or prosecution will be considered.

I understand that if I do not pay the fine, it may result in legal action being taken against me. **I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.**

Signed ..... Dated .....

(Please ensure you give at least 15 school days' notice of the proposed absence)

**Below to be completed by the school:**

FAO – Headteacher

% Current	% Last Year	Comments

Pupil Name: ..... Year: .....

**AUTHORISED:**

Request has been authorised for the following dates **only:**

\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

**UNAUTHORISED:**

Request has been unauthorised for the following dates **only:**

\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Total days authorised	
Total days unauthorised	

Signed ..... Headteacher Date \_\_\_ / \_\_\_ / \_\_\_

Letter sent / Phone Call / other	Signed: _____	Date: _____
Action: PN Request on pupil return	Signed: _____	Date: _____