

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 issued per liable parent, per child and each carry a fine of £160, 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
or prosecution will be

action such as a parenting order
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
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(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: _____