



Absence Request – 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 Attendance Office at least 15 school days before the date you wish to remove your child from school.

Student Name: _____ DOB: _____

Year/Tutor 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 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.

Please inform us if you have a child in another Cornwall Education Learning Trust school – we will need to contact the school to discuss the absence request. Please note, we will need to share information about your child with the other school.



Name of child: _____ Year: _____

Name of School: _____

Signed: _____ Dated: _____

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

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Below to be completed by the school:

FAO – Headteacher

Current %	Last Year %	Comments

Student Name: _____ Year/Reg: _____

AUTHORISED:

Request has been authorised for the following dates only:

____ / ____ / ____ to ____ / ____ / ____

UNAUTHORISED:

Reason why absence is unauthorised: _____

Signed: _____ Headteacher: _____

Date: _____

Letter sent / Phone call / Other	Signed: _____	Date: _____
Action: PN Request	Signed: _____	Date: _____