

Educate for life

Cowes Enterprise College
Exceptional Circumstances Request for Absence During Term Time

Dear Parent/Carer

We note that you wish to remove a student during term time. All leave requests must be completed on the form on the reverse of this information, letters or emails will no longer be accepted. This should be returned to the attendance office at least 14 days before the start of the absence. A response will be sent to you as soon as possible. If leave is not authorised and you withdraw your child from school the absence will be recorded as an unauthorised absence.

Absence from school will result in lost learning. Improving attendance at school is a major priority nationally to which, we at Cowes Enterprise College are committed to. In the past an absence in term time has been approved and is a cause of low attendance and contributes to underperformance by some pupils and students. Persistent absence or lateness will have significant impact on future progress and attainment.

The Department of Education no longer allows Headteachers to grant any leave if absence during term time unless there are exceptional circumstances. 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) of the Education Act 1996. As a family holiday is not an exceptional circumstance this absence will be referred to the Local Authority and you may be issued with a Truancy Penalty Notice (TPN) in accordance with the Local Authority's procedures in respect of leave during term time.

Please note that a Truancy Penalty Notice is issued by the Local Authority to **each parent/carer** for **each** child taken out of school. A Truancy Penalty Notice is £160 which is reduced to £80 if paid within the first 21 days for an initial period of unauthorised absence. **A second Truancy Penalty Notice issued within three years is not eligible for the reduction to £80** (from August 2024). Thereafter if the Truancy Penalty Notice remains unpaid after 28 days this may result in legal action be taken against parents/carers.

Please note that for absences in excess of 15 days (30 sessions) prosecution under Section 444 Education Act 1996 may be considered, in accordance with the IW Council's Code of Conduct which can be found at <https://www.iow.gov.uk/schools-and-education/school-attendance/family-holidays-and-school-holidays/>

I hope you will support our efforts in raising attendance and attainment at Cowes Enterprise College.

Yours sincerely,

Mrs R Kitley
Principal

APPLICATION FOR LEAVE OF ABSENCE

As parents, you have the legal responsibility to ensure your child's regular attendance at school. Applications for leave of absence will only be granted in exceptional circumstances and the number of days given determined by the Head teacher.

If you wish to apply for a leave of absence for your child in term time, you will need to complete this form and return it to the school office no later than 14 days before the requested date.

Any leave of absence during term time which is not applied for or agreed to by the school will be recorded as unauthorised and will be referred to the Local Authority. This may result in a Truancy Penalty Notice (TPN) being issued or Prosecution under Section 444 Education Act for failure to secure regular attendance at school (see note below):

Name of Child:	Class:	
I am applying for leave of absence for my child from / to:	From:	To:
Number of school days that will be missed:		
Full names of Parent and/or Carers:		
Home address of Parent and/or Carers:		
This leave cannot be taken during the school holidays because:		
I have requested leave of absence previously this academic year:	YES / NO	
I have requested leave of absence last academic year:	YES / NO	
I also have children at (please name school/s):		
Parent/Carer signature:		
Date of request:		
OFFICE USE		
Having considered your request carefully, my decision is	Authorised / Unauthorised	
Signed:		
Date:		

TRUANCY PENALTY NOTICES

Unauthorised absence and persistent lateness may result in the issue of a Truancy Penalty Notice to each parent/ carer, for each child for the period of absence from school.

Please note that a Truancy Penalty Notice is issued by the Local Authority to each parent/carer for each child taken out of school. A Truancy Penalty Notice is £160 which is reduced to £80 if paid within the first 21 days for an initial period of unauthorised absence. A second Truancy Penalty Notice issued within three years is not eligible for the reduction to £80 (from August 2024). Thereafter if the Truancy Penalty Notice remains unpaid after 28 days this may result in legal action be taken against parents/carers.

Please see overleaf for further details.

Please note there is no provision for payment of the Truancy Penalty Notice in installments.