

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. This will be issued as an alternative disposal to prosecution for failing to secure regular attendance at school.

The Penalty Notice is £60 per pupil, per parent/carer if paid within 21 days, rising to £120 per pupil, per parent/carer if paid within 28 days.

Failure to pay the Penalty Notice within the specified time will result in its withdrawal and will result in a prosecution under Section 444 Education Act for the non-attendance where the maximum fine is £2,500 and up to 3 months imprisonment.

Please note there is no provision for payment of the penalty notice in instalments.



COWES ENTERPRISE COLLEGE

Exceptional Circumstance Request For Absence during term time

Dear Parent/Carer

We note that you wish to remove a student during term time. 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. Patterns of good attendance are established very early on. Persistent absence or lateness will have significant impact on future progress and attainment.

The Department of Education no longer allows Head teachers to grant any leave of absence during term time unless there are exceptional circumstances. 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.

In the case of an unauthorised absence the Education Welfare Service will be notified of the holiday taken and a Penalty Notice may be issued. Please note that such a Penalty is issued to each parent/carer for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. Thereafter if the Penalty remains unpaid after 28 days this may result in legal action being taken against you. 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.

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

Yours sincerely

Mrs R Kitley
Principal