



Request Form for Term Time Absence

Regular attendance and excellent punctuality are the foundations for academic achievement and personal development. They help students fully access their education and wider opportunities offered by the school. Attendance and punctuality are also linked to students' well-being and safety.

We appreciate that some planned absences, such as medical appointments, cannot be avoided. There may also be other exceptional circumstances which require a planned term time absence. Whilst we try to operate a family friendly policy, it is important that parents ensure their children maintain a high attendance.

The DfE position on this matter is very clear and parents are reminded of the Education Act 1996 regulations which state:

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

All requests should be completed on this form and returned to the Attendance Officer at least 15 school days before the start of the absence. Please e-mail the form to attendance@richardlander.cornwall.sch.uk If this is not possible, please hand into main reception.

You will receive written confirmation from an Assistant Head teacher regarding the decision of your absence request.

Student name: _____

Tutor group: _____

First day of absence from school: _____

Last day of absence from school: _____

Total number of days absent: _____

Reason for absence (Please detail the exceptional circumstances for this request):

Parent/Carer Full Name(s): _____ Date: _____

Parent/Carer Signature: _____