



Lostwithiel School  
Bodmin Hill  
Lostwithiel  
Cornwall  
PL22 0AJ

www.lostwithiel.cornwall.sch.uk  
Telephone: 01208 872339

**PRIDE,  
PASSION,  
PARTNERSHIP,  
PERSEVERANCE,  
PARTICIPATION.**

### **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 School Office at least 14 days before the date you wish to remove your child from school.

**Student Name:** \_\_\_\_\_ **Year Group:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Parent/Carer Name(s):** \_\_\_\_\_

**First day of absence:** \_\_\_\_\_ **Date of return to school:** \_\_\_\_\_

**Total number of days missed:** \_\_\_\_\_ days

**Reason for absences:** \_\_\_\_\_

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*I understand that if the absence request is unauthorised the Education Welfare Service may be notified of the absence and a Penalty Notice may be issued. I understand that a Penalty Notice is issued to each parent/carers of each child taken out of school and that this carries a fine of £60 if paid within 21 days, increasing to £120 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. **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.***

Signed ..... Dated .....

For an offence under the Education Act 1996 Sec 444 (1) the maximum fine is £1000. For an offence under the Education Act 1996 Sec 444 (1A) the maximum fine is £2500 or imprisonment for a term not exceeding 3 months. Alternatively a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries 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 Court action.





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**FOR SCHOOL USE**

*(Please ensure you give at least 14 days' notice of the proposed absence)*

Current %	Last Year %	Comments

Authorised	Request has been authorised for the following dates <b>only</b> : ___ / ___ / ____ to ___ / ___ / ____
Unauthorised	

**Signed .....** **Headteacher Date** \_\_\_ / \_\_\_ / \_\_\_

Letter sent / Phone Call / other

Signed: Date:

Action: PN referral

Signed: Date:

