



Leave For Exceptional Circumstances Term Time

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 make it clear that Head Teachers may not grant *any* leave during term time unless there are 'Exceptional Circumstances'. The amendments give parents/carers no entitlement to take their child out of school for a holiday in term time.

Please note :

- This form can only be completed by the parent/carer with whom the student resides.
- You will be informed in writing of the decision that has been made with regard to the request.
- The school term dates are available on the website well in advance of each academic year.

Are you requesting Leave of Absence for any other sibling? (please circle as appropriate).

YES

NO

If Yes, please complete the following:

Student Name:

School:

Year Group:

Signed: _____ (Parent/Carer) Date: _____

Taking your child out of Knutsford Academy or Cheshire Studio School without permission, *may* result in the school requesting the Local Authority to issue a Fixed Penalty Notice to each parent/carer for each child.

| Penalties for Unauthorised Absence | | |
|---|---|--|
| Timeline | One child | Two children |
| Paid within 21 days | £60 per parent/carer | £60 per child = £120 per parent/carer |
| After 21 days and before 28 days | £120 per parent/carer | £120 per child = £240 per parent/carer |
| After 28 days | If the Penalty remains unpaid, the parents/carers will receive a Summons to appear before the Magistrates' Court on the grounds that the parents/carers have failed to secure their child's regular attendance at Knutsford Academy | If the Penalty remains unpaid the, parents/carers will receive a Summons to appear before the Magistrates' Court on the grounds that the parents/carers have failed to secure their children's regular attendance at Knutsford Academy |

Please return to Mr C Leigh (Assistant Head Teacher)
clh@knutsfordacademy.org.uk

For Completion by Knutsford Academy/Cheshire Studio School staff:-

Authorised (register code H)

Unauthorised (register code G)

Reason request for leave is being declined:

Signed: _____ Date: _____

**Copy to: Parent/Carer
Pupil File
Local Authority**