Leave For Exceptional Circumstances Term Time September 2024 onwards

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.

FOR COMPLETION BY PARENT/CARER

You have requested Knutsford Academy/Cheshire Studio School's permission for leave to be taken during term time. Before such authorisation is considered, please complete the form below. Completion of the form does not guarantee that the leave will be authorised.

Student Name	Year Group	Form

Dates of leave (please list all the dates for which you are requesting leave):

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Please give full reason(s) for requesting leave in term time:

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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.

Penalty Notices will be issued for

Term time leave: Penalty Notice fines will be issued for term time leave of 5 or more consecutive days.

10 Sessions of Unauthorised absence in a rolling 10 week period: A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

Per Parent/Per Child

Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a

Second Offence
Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:
£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

Third Offence
On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section444 (1a) can include a fine of up to £2500.

There is no right of appeal by parents against a penalty notice.

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

☐ Authorised (register code C) ☐ Unauthorised (register code G)

Reason request for leave is being declined:

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Signed:_____

Mr C Leigh
Assistant Headteacher

Date:_____