



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 notified in writing and by email of the decision regarding your 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'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:

Name of parent submitting the form:	
Date the form was submitted to school:	

Taking your child out of Knutsford Academy during term time without prior agreed authorisation may result in the school requesting that the Local Authority 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 Notice may be considered when there have been 10 sessions of unauthorised absences in a 10-week period.

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 parental prosecution)

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 Section 444 (1a) can include a fine of up to £2500.

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

**Please return to Mrs H Weigh
(Assistant Head Teacher & Senior Attendance Champion)
hwh@knutsfordacademy.org.uk**

Authorised (register code C)

Unauthorised (register code G)

Reason request for leave is being declined:

Signed:



Mrs Hazel Weigh

Assistant Headteacher & Senior Attendance Champion

Date: