

Exceptional Circumstances Leave Request Form

Date of Request:_____

Name of Children:	First Name	Surname		Class	
Leaving date:		Date due back	in school:		
Length of absence applied	for (number of school o	or (number of school days only):			
Siblings in other	First Name	Surname		School	
schools: Please note this request information will					
be shared with the					
attendance lead in the					
school in which the sibling/s attend					
sibility/s attend					
	Cont	tact Details			
Parents:	First name:		First name	:	
(eg. Mother, Father, Grandparent, Carer):	Surname:	Surname:		Surname:	
	Address:		Address:		
	Postcode:		Postcode:		
	Email: Home phone number:		Email:		
			Home phone number:		
	Mobile:		Mobile:		
	Alternative number while away:		Alternative number while away:		

Bankside Primary School and Childrens Centre, Shepherd's Lane, Leeds LS8 5AW

Telephone: 01133368383 Headteacher: Ms Victoria Broughton BA Hons. PGCE

Email: school.office@banksideprimary.org

www.banksideprimary.org

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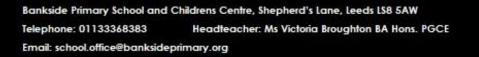


Reason for absence including full explanation (use a separate sheet of paper if necessary)

The exceptional circumstances are...

Point of departure (eg. Airport, Coach, Train Station etc.):	Destination(e.g, Country, City etc):		
Time of departure:	Flight numbers and name of airline:		
Emergency Contact Details (preferably	*Provide copies of travel plans to support your		
someone who is staying in Leeds):	request.*		
First Name:	If child is not leaving with parent(s) who is accompanying them?		
Surname:			
Address:	Who will be caring/responsible for the child?		
Postcode:			
Relationship to the child:	Why is/are the parent(s) not leaving with the child?		
Contact Number:	Name:		
	Name:		
	Relationship to child:		
	Address: Postcode :		





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Statutory Declaration

Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the **Department for Education** has told schools that they cannot authorise any absences after they have been taken.

<u>Fines</u>

I understand if my request is unauthorised I am most likely to be fined, **£60 per parent, £60 per child** (for example a family of 4 with 2 parents and 2 children will be fined a total of £240). Once the penalty notice is issued, I have **21 days in which to pay the fine**. If I fail to pay in that time period, the fine **will double** and I then have **another seven days in which to pay**, taking the total time in which to make payment to 28 days.

If I fail to make payment after 29 days then the local authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.

School places

I am aware that a referral will be made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised and my child hasn't returned to school on the agreed date. This can result in my child *losing their school place*.

I am also aware that there is a shortage of places in the area, so if my child loses their school place it could result in having to travel to a school out of the area or my child could be without a school This would have a detrimental effect to their education and causing implications to my own employment.

Parents Full Name:

Parents Signature:

Date:



Parents Full Name:

Parents Signature:

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School	section
301001	Jection

Name:	Name:		
Previous year's attendance%	Current attendance%		
Name:	Name:		
Previous year's attendance%	Current attendance%		
Name:	Name:		
Previous year's attendance%	Current attendance%		
Any previous request Yes No No	Is the requested absence during exams Yes		
	No 🗆		
Authorized	Approved for		
Authorised	School days		
Unauthorised	NotforapprovedSchooldays		
Headteacher's Signature:			
		N/	



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