



Exceptional Circumstances Leave Request Form

Date of Request: _____

Name of Children:	First Name	Surname	Class

Leaving date:		Date due back in school:	
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Length of absence applied for (number of school days only):	days
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Siblings in other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend	First Name	Surname	School

Contact Details

Parents: (eg. Mother, Father, Grandparent, Carer):	First name:	First name:
	Surname:	Surname:

	Address:	Address:
	Postcode:	Postcode:

	Email:	Email:
	Home phone number:	Home phone number:
	Mobile:	Mobile:
	Alternative number while away:	Alternative number while away:





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 someone who is staying in Leeds):

Provide copies of travel plans to support your 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:

Relationship to child:

Address:

Postcode :





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.*

Fines

*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:

Date:





School section

Name: _____ Previous year's attendance _____%		Name: _____ Current attendance _____%	
Name: _____ Previous year's attendance _____%		Name: _____ Current attendance _____%	
Name: _____ Previous year's attendance _____%		Name: _____ Current attendance _____%	
Any previous request Yes <input type="checkbox"/> No <input type="checkbox"/>		Is the requested absence during exams Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for refusal/Comments			
Authorised <input type="checkbox"/>		Approved	for School days
Unauthorised <input type="checkbox"/>		Not approved	for School days
Headteacher's Signature:			

