

EXCEPTIONAL LEAVE OF ABSENCE REQUEST FORM

TALBOT PRIMARY SCHOOL		DATE OF REQUEST:	
First Name	Surname	Date of Birth	Class
Leaving date:		Date due back in school:	
Length of absence applied for (number of school days only):			days
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: (e.g. Mother, Father, Grandparent, Carer):	First name: Surname:	First name: Surname:	
	Address: Postcode:	Address: Postcode:	
Email: Home phone number: Mobile: Alternative number while away:	Email: Home phone number: Mobile: 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:	
Time of departure:		Flight numbers and name of airline:	

Emergency Contact Details (preferably someone who is staying in Leeds): First Name: Surname: Address: Postcode: Relationship to the child: Contact Number:	<u>*Provide copies of travel plans/medical appointments to support your request.*</u> If child is not leaving with parent(s) who is accompanying them? Who will be caring/responsible for the child? Why is/are the parent(s) not leaving with the child? 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.*

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 28 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 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 area or my child without a school, being a detriment to their education and causing implications to my own employment.

Parent’s Full Name: Parent’s Signature: Date:

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<u>School Section</u>	Is the requested absence during exams Yes <input type="checkbox"/> No <input type="checkbox"/>		
Any previous request 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:			
Date:			