



## Leave of Absence Request

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



<b>Reason for absence including full explanation (use a separate sheet of paper if necessary)</b> The exceptional circumstances are...		
<b>Point of departure (eg. Airport, Coach, Train Station etc.):</b>	<b>Destination:</b>	
<b>Time of departure:</b>	<b>Flight numbers and name of airline:</b>	
<b>Emergency Contact Details (preferably someone who is staying in Leeds):</b>  <b>First Name:</b>  <b>Surname:</b>  <b>Address:</b>  <b>Postcode:</b>  <b>Relationship to the child:</b>  <b>Contact Number:</b>	<b><u>*Provide copies of travel plans to support your request.*</u></b> 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: <span style="float: right;"><u>Postcode :</u></span>	

### **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**



- *First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. **A guilty verdict at the Magistrates' 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:**

**Parent's Full Name:**

**Parent's Signature:**

**Date:**

<b><u>School Section</u></b> 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	



<b>Unauthorised</b> <input type="checkbox"/>	<b>Not approved</b>		<b>for School days</b>	
<b>Headteacher's Signature</b>				