



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 is necessary)

The exceptional circumstances are...

Point of departure (eg. Airport, Coach, Train Station etc.):	Destination:
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Time of departure:	Flight numbers and name of airline:
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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 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 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 area or my child without a school, being a detriment to their education and causing implications to my own employment.

Parents Full Name: _____ Parents Signature: _____ Date: _____

Parents Full Name: _____ Parents Signature: _____ Date: _____

School Section	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"/>	<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			

Authorised absence is most frequently defined as; illness, medical and dental appointments and exceptional special occasions (see below) Authorised absence is at the Head Teacher's discretion and you will be required to provide school with evidence of the absence such as a doctor's letter. Routine dental appointments should be booked during school holidays.

Authorised Planned Leave in Exceptional Circumstances

In all cases an attendance record of at least 95% is required for any authorised absence leave to be considered. Each case will be considered individually but usually meet the criteria below

- Up to 2 days per year for religious festivals
- Funeral of a close family member
- Up to 2 days for the wedding of a family member
- Participation in a sporting event at city, regional or national level
- Theatre performances (only authorised if a recognised licence is required)
- Recognised examinations for music or dance
- Other exceptional circumstances agreed on an individual basis by the Head Teacher

This list of Exceptional circumstances have been agreed by all the Primary Schools in the Rothwell Cluster Nov 2013

Unauthorised absence is most frequently defined as absence when no explanation is given by parents. In addition these planned absence requests below will not be authorised

- **All holidays will be unauthorised including long weekends.**
- **Visits to relatives**
- **Visits to events**
- **Modelling auditions**
- **Birthdays and shopping trips**