



Leave of Absences Request

Name of Children:	First Name	Surname	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:	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:
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 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: <u>Postcode:</u>

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 Magistrate 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 Magistrate 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 444 of the Education Act (1996) or other legal interventions considered. If you 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



your child attends school regularly. A guilty verdict at court can lead to a fine of up to £2500, and a criminal record which can affect employment opportunities.

- Under Section 444 of the Education Act 1996:
Section 444(1): Failing to ensure regular attendance without reasonable justification. Penalty: Fine up to £1,000.
- Section 444(1A): Aggravated offence—knowingly allowing absence. Penalty: Fine up to £2,500, or up to 3 months imprisonment.

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.

Parent's Full Name: Parent's Signature: Date:

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<u>School Section</u>		Is the requested absence during exams: Yes/ No		
Any previous request	Yes/No			
Reason for refusal/Comments				
Authorised	Approved		for School days	
Unauthorised	Not approved		for School days	
Headteacher's Signature				
Date:				