

Appendix C

Application for leave of absence in exceptional circumstances during term time

Leave of absences are granted for exceptional circumstances at the discretion of the Headteacher/Principal. Leave of absence applications for family holidays will not be approved.

Please ensure you have read the statutory declaration at the end of this form before signing.

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/Carers/Legal Guardians:	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...		
Emergency Contact Details (preferably someone who is staying in Harrogate/Leeds): First Name: Surname: Address: Postcode: Relationship to the child: Contact Number:	If child is not leaving with parent(s)/carer(s)/legal guardian(s) who is accompanying them? Who will be caring/responsible for the child? Why is/are the parent(s)/carer(s)/legal guardian(s) not leaving with the child? Name: Relationship to child:	

	Address:
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Statutory Declaration

Legal responsibility

As a parent/carer 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/carer 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 receive either a single fine of **£80 for both parents/carers or £80 per parent/carer** then an **additional £80 per child** (for example a family of four with two parents and 2 children could be fined a total of £320). Fines are handled by and issued in accordance with the Local Authority Regulation.*

*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.*

*In the case of repeated fines, if I received a second fine for the same child within any given three-year period, this will be charged at the higher rate of **£160**.*

I understand that fines per parent/carer will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

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 £2500, 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/Carer/Legal Guardian full name:

Parent/Carer/Legal Guardian signature:

Date:

Parent/Carer/Legal Guardian full name:

Parent/Carer/Legal Guardian signature:

Date:

<u>School Section</u> 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/Principal's signature Date:				