





## Leave of absence request form

### 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. 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**. **Trips abroad and holidays are very rarely considered exceptional circumstances** but the Headteacher will look at every individual request. 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 a fixed penalty notice. **I understand that the penalty notice issued to the parent for a child will be charged at £160 per child.**

**I understand that the fixed penalty notice will be reduced to £80 if paid within the first 21 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.

Parent Full Name:

Parent Full Name:

Parent Signature:

Parent Signature:

Date:

Date: