

Leave of absence request form

Name of Child:	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
Parents: (eg. Mother, Father, Grandparent, Carer):	First name		Surname
Reason for absence including full explanation (use a separate sheet of paper is necessary)			
The exceptional circumstances are...			

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**, 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 a fixed penalty notice, **£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 Full Name:

Parents Signature:

Parents Signature:

Date: