

# Leave of Absence Request Highfield Primary School

First Name	Surname	Date of Birth	Class
<b>Leaving date:</b>			
		<b>Date due back in school:</b>	
<b>Length of absence applied for (number of school days only):</b>			<b>days</b>
<b>Siblings in other schools:</b>			
<b>Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend</b>	First Name	Surname	School
<b>Contact Details</b>			
<b>Parents: (eg. Mother, Father, Grandparent, Carer):</b>	<b>First name:</b>	<b>First name:</b>	
	<b>Surname:</b>	<b>Surname:</b>	
	<b>Address:</b>	<b>Address:</b>	
	<b>Postcode:</b>	<b>Postcode:</b>	
	<b>Email:</b>	<b>Email:</b>	
	<b>Home phone number:</b>	<b>Home phone number:</b>	
	<b>Mobile:</b>	<b>Mobile:</b>	
	<b>Alternative number while away:</b>	<b>Alternative number while away:</b>	
<b>Reason for absence including full explanation (use a separate sheet of paper if necessary)</b> The exceptional circumstances are...			
<b>Point of departure (eg. Airport, Coach, Train Station etc.):</b>		<b>Destination:</b>	
<b>Time of departure:</b>		<b>Flight numbers and name of airline:</b>	

<b>Emergency Contact Details (preferably someone who is staying in Leeds):</b>	<b>*Provide copies of travel plans to support your request.*</b>
<b>First Name:</b>	If child is not leaving with parent(s) who is accompanying them?
<b>Surname:</b>	Who will be caring/responsible for the child?
<b>Address:</b>	Why is/are the parent(s) not leaving with the child?
<b>Postcode:</b>	Name:
<b>Relationship to the child:</b>	Relationship to child:
<b>Contact Number:</b>	Address: <span style="float: right;"><u>Postcode</u> :</span>

**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 Magistrates 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 Magistrates 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 s.444 of the Education Act (1996) or other legal interventions considered. A guilty verdict at the Magistrates' 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 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:

Parent's Full Name:

Parent's Signature:

Date:

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 Signature				