

**Exceptional Circumstances Request for Leave**
**School: LAWNSWOOD SCHOOL**
**Date of request:**

<b>Name(s) of children:</b>	<b>First name</b>	<b>Surname</b>	<b>Form</b>
<b>Leaving date:</b>		<b>Date due back in school:</b>	
Length of absence applied for (number of school days only):		days	
<b>Siblings in other schools: information on this request will be shared with the sibling's school attendance team</b>	<b>First name</b>	<b>Surname</b>	<b>School</b>
<b>Contact Details</b>			
<b>Parents</b> (e.g. mother, father, grandparent, carer):	<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 no:</b>	<b>Home phone no:</b>	
	<b>Mobile no.:</b>	<b>Mobile no.:</b>	
	<b>Alternative no. while away:</b>	<b>Alternative no. while away:</b>	
<b>Reason for absence including full explanation (use a separate sheet of paper is necessary)</b> The exceptional circumstances are...			
<b>Point of departure (e.g. airport, train station):</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>First name:</b>  <b>Surname:</b>  <b>Address:</b>  <b>Postcode:</b>  <b>Relationship to the child:</b>  <b>Contact number:</b>	<b>*Provide copies of travel plans to support your request.*</b>  If child is not leaving with parent(s) who is accompanying him/her?  Who will be caring/responsible for the child?  Why is/are the parent(s) not leaving with the child?  Name:  Relationship to child:
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## 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

*I understand that if my request is unauthorised I am most likely to be fined, **£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 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** 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 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 his/her school place**.*

*I am also aware that there is a shortage of places in the area, so if my child loses his/her school place it could result in having to travel to a school out of area or in my child being without a school, which will detrimentally affect his/her education.*

<b>Parent's full name:</b>	<b>Parent's signature:</b>	<b>Date:</b>

<b>School section</b>				
<b>Any previous request</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Is the requested absence during exams</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Reason for refusal / Comments</b>				
<b>Authorised</b> <input type="checkbox"/>	<b>Unauthorised</b> <input type="checkbox"/>	<b>No of days approved</b>		<b>No of days not approved</b>
<b>Headteacher's signature</b>				