

EXCEPTIONAL CIRCUMSTANCES REQUEST FORM

SCHOOL: Bramley Park Academy

DATE OF REQUEST:

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

Continued overleaf

Emergency Contact Details (<i>preferably someone who is staying in Leeds</i>): First name: Surname: Address: Postcode: Contact Number: Relationship to child:	*Provide copies of travel plans to support your request* If child is not leaving with parent(s) who is accompanying them? Who will be caring/responsible for the child? Why is/are the parent(s) not leaving with the child? Name: Relationship to child: Address: Postcode:
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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 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 the payment **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 that 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 Team)**, 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 my area, or my child without a school, which will be a detriment to their education and could cause implications to my own employment.

Parents Full Name: _____ Parents Signature: _____ Date: _____

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School Section			
Any previous requests:		Is the requested absence during exams:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	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
Authorising signature:			

