



**GUISELEY
SCHOOL**

Leave of Absence Request

SCHOOL:		DATE OF REQUEST:	
First Name	Surname	Date of Birth	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
Contact Details			
Parents: (eg. Mother, Father, Grandparent, Carer):	First name:		First name:
	Surname:		Surname:
	Address:		Address:
	Postcode:		Postcode:
	Email:		Email:
	Home phone number:		Home phone number:
	Mobile:		Mobile:
	Alternative number while away:		Alternative number while away:

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Headteacher: Mr Paul Clayton



Artsmark
Platinum Award
Awarded by Arts
Council England



Reason for absence including full explanation (use a separate sheet of paper if necessary)		
The exceptional circumstances are...		
Point of departure (eg. Airport, Coach, Train Station etc.):	Destination:	
Time of departure:	Flight numbers and name of airline:	
Emergency Contact Details (preferably someone who is staying in Leeds):	*Provide copies of travel plans to support your request.*	
First Name:	If child is not leaving with parent(s) who is accompanying them?	
Surname:	Who will be caring/responsible for the child?	
Address:	Why is/are the parent(s) not leaving with the child?	
Postcode:	Name:	
Relationship to the child:	Relationship to child:	
Contact Number:	Address: <u>Postcode</u> :	

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:

School Section 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				

