**EXCEPTIONAL CIRCUMSTANCES REQUEST**

**FORM SCHOOL: GUISELEY SCHOOL DATE OF REQUEST:**

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| **Name of Children:**  | **First Name**  | **Surname**  | **Class**  |
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|  |
| **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**  |
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|  **Contact Details**  |
| **Parents:** **(eg. Mother, Father, Grandparent, Carer):**  | **First name:** **Surname:**  | **First name:** **Surname:**  |
|  |  **Address:** **Postcode:**  | **Address:** **Postcode:**  |
|  | **Email:** **Home phone number:** **Mobile:** **Alternative number while away:**  | **Email:** **Home phone number:** **Mobile:** **Alternative number while away:**  |
|  |
| **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):**  **First Name:** **Surname:** **Address:** **Postcode:** **Relationship to the child:** **Contact Number:**  | **\*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 :  |

**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 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).*

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| **School Section** **Any previous request** Yes □ No □  | **Is the requested absence during exams** Yes □ No □  |
| **Reason for refusal/Comments**  |  |
| **Authorised** □   | **Approved**  |   | **for** **School days**  |   |
| **Unauthorised** □  | **Not approved**  |   | **for** **School days**  |   |
| **Headteacher’s Signature**  |   |

*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 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:**