

**EXCEPTIONAL CIRCUMSTANCES REQUEST FORM**
**SCHOOL: Bramhope Primary School**
**DATE OF REQUEST: .....**


|                          |                   |                |              |
|--------------------------|-------------------|----------------|--------------|
| <b>Name of Children:</b> | <b>First Name</b> | <b>Surname</b> | <b>Class</b> |
|                          |                   |                |              |
|                          |                   |                |              |
|                          |                   |                |              |
|                          |                   |                |              |

|                        |  |  |  |
|------------------------|--|--|--|
| <b>Contact Details</b> |  |  |  |
|------------------------|--|--|--|

|                      |  |                                 |       |
|----------------------|--|---------------------------------|-------|
| <b>Leaving date:</b> |  | <b>Date due back in school:</b> | ..... |
|----------------------|--|---------------------------------|-------|

|  |  |
|--|--|
| <b>Length of absence applied for (number of school days only):</b> |  |
|--|--|

|                        |  |  |  |
|------------------------|--|--|--|
| <b>Contact Details</b> |  |  |  |
|------------------------|--|--|--|

|  |                   |                |               |
|--|-------------------|----------------|---------------|
| <b>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</b> | <b>First Name</b> | <b>Surname</b> | <b>School</b> |
|  |                   |                |               |
|  |                   |                |               |
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|                        |  |  |  |
|------------------------|--|--|--|
| <b>Contact Details</b> |  |  |  |
|------------------------|--|--|--|

|   |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| <b>Parents:<br/>(eg. Mother, Father,<br/>Grandparent, Carer):</b> | <b>First name:</b>                    | <b>First name:</b>                    |
|   | <b>Surname:</b>                       | <b>Surname:</b>                       |
|   | <b>Address:</b>                       | <b>Address: same 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>Contact Details</b> |  |  |  |
|------------------------|--|--|--|

|   |
|---|
| <b>Reason for absence including full explanation (use a separate sheet of paper if necessary)</b> |
|   |

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

*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).*

|  |   |  |                 |
|--|---|--|-----------------|
| <b><u>School Section</u></b><br>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  |   |  |                 |
|  | Approved  |  | for School days |
|  | Not approved  |  | for School days |

|                                |              |
|--------------------------------|--------------|
| <b>Headteacher's Signature</b> | <b>Date:</b> |
|--------------------------------|--------------|

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 be 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 are 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.

**Parent's Full Name:**

**Parent's Signature:**

**Date:**

**Parent's Full Name:**

**Parent's Signature:**

**Date:**