



Leave of Absence Request Harewood CE Primary School

Educating For 'Life In All Its Fullness'

DATE OF REQUEST:			
Pupil Details			
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
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:	
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:	<u>*Provide copies of travel plans to support your request.*</u> 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: <u>Postcode</u> :

Statutory Declaration

Legal responsibility

All children between the ages of five and sixteen are required by law to receive an education, and it is the duty of parents and carers to ensure that they do. By law, parents must ask permission for their child/ren to miss school in advance. If not, they risk being issued with a penalty notice. When a school doesn't give permission, the absence is unauthorised and will be recorded on your child/ren's register.

Updated guidance from Department of Education, August 2024 onwards:

- Your local council can give each parent a fine of £80, rising to £160 if you do not pay within 21 days
- If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school.
- From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period. If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. 1 session is the equivalent of half a day. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

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***

Parent's Name:	Signature:	Date:

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 		

