

Exceptional leave request form

Details of child / children at Lighthouse school:			
First Name:	Surname:	Year Group and class:	Address:
First day of absence:		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
Parent or Guardian contact details:	Name:	Telephone:	Email:

Reason for absence including full explanation (use a separate sheet of paper is necessary) Parents must seek approval to withdraw their child from school in term-time. Please state the exceptional circumstances that require you to apply to take your child out of school during term time instead of making arrangements for the proposed activity to take place during the school holidays.

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Please complete if you are going on Holiday during term time.

Date and time of departure:	
Place of departure (e.g. address of airport, train station, coach):	
Transport details (e.g. flight number, name of airline or train company):	
Destination Address:	
Date of return home:	
Emergency contact details of someone who is staying in West Yorkshire (Please include, name, address, postcode and telephone number and relationship to child):	

Please provide as much information as possible and provide copies of travel plans to support your request

Statutory Declaration

Legal responsibility

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 a parent / guardian's responsibility to ensure the regular school attendance of their 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.

Lighthouse school policy

Parents do not have the right to remove their children from school in term-time. The Headteacher will decide whether or not an absence should be authorised. Headteachers will only authorise absence in term time when there are exceptional reasons for a child to miss school.

Absence in term-time will only be authorised if parents or carers make a request to the school in advance on the appropriate form and can show that there are exceptional reasons why the absence has to be in term-time. The cost, convenience or availability of a particular holiday will not be taken into consideration.

If an absence has not been authorised by the Headteacher and parents or carers remove their child from school, their child's absence will be recorded as unauthorised in the class register.

Absence for religious observance may be agreed by the Headteacher but will not exceed 2 days in any school year.

Fines

By law, you must ask permission for your child to miss school. If you don't, you risk a *£60 penalty notice per child. When a school doesn't give permission, absence is unauthorised and counted as truancy.

Parents Full Name:

Parents Full Name:

Parents Signature:

Parents Signature:

Date:

Date:

School section

Name		Class		Last Year Attendance	Current Attendance
				%	%
				%	%
				%	%
Previous term time request in the last 2 years		Y	N	Authorised	Y N
Reason for previous requested holiday:					
Authorised	Y	N	Number of school days authorised:	Reason for decision:	
Not authorised	Y	N	Number of school days not authorised:	Reason for decision:	

