



**Rossett School**  
Success for everyone



**Application for Leave of Absence**

**Leave of absences are granted for exceptional circumstances at the discretion of the Headteacher/Principal. Leave of absence applications for family holidays will not be approved.**

**Please ensure you have read the statutory declaration at the end of this form before signing.**

Student Details			
SCHOOL:		DATE OF REQUEST:	
First Name	Surname	Date of Birth	Class
Dates of Absence			
Leaving date:		Date due back in school:	
Length of absence applied for (number of school days only):			days
Other Siblings			
<b>Siblings in other schools:</b> 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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Other Details	
<b>Emergency Contact Details (preferably someone who is staying in Harrogate/Leeds):</b>  <b>First Name:</b>  <b>Surname:</b>  <b>Address:</b>  <b>Postcode:</b>  <b>Relationship to the child:</b>  <b>Contact Number:</b>	<b>If child is not leaving with parent(s)/carer(s)/legal guardian(s) who is accompanying them?</b>  <b>Who will be caring/responsible for the child?</b>  <b>Why is/are the parent(s)/carer(s)/legal guardian(s) not leaving with the child?</b>  <b>Name:</b>  <b>Relationship to child:</b>  <b>Address:</b>

**Statutory Declaration**

**Legal responsibility**

***As a parent/carer 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/carer 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.*



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**Fines**

I understand if my request is unauthorised, I am most likely to receive either a single fine of **£60 for both parents/carers or £60 per parent/carer then an additional £60 per child** (for example a family of four with two parents and 2 children could be fined a total of £240). Fines are handled by and issued in accordance with the Local Authority Regulation.

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/Carer/Legal Guardian full name:**

**Parent/Carer/Legal Guardian signature:**

**Date:**

**Parent/Carer/Legal Guardian full name:**

**Parent/Carer/Legal Guardian signature:**

**Date:**



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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/Principal's signature				
Date:				