



**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Kincraig Parental Request form for leave due to exceptional circumstances.

(Please note that completing this application does not guarantee that it will be granted.)

Date of request:

Name of Children:	First Name	Surname	Year Group/Class
1st date of school absence:		Last day of absence:	
Length of absence applied for (number of school days only):			
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
Contact Details			
Parents/Carers:	First name:	First name:	
	Surname:	Surname:	
	DOB:	DOB:	
	Address:	Address:	
	Postcode:	Postcode:	
	Email:	Email:	
	Home phone number:	Home phone number:	
	Mobile:	Mobile:	
	Alternative number if away:	Alternative number if away:	
Reason for absence including full explanation (use a separate sheet of paper if necessary) The exceptional circumstances are...			

Emergency Contact Details (preferably someone who is staying in Blackpool): First Name: Surname: Address: Postcode: Relationship to the child: Contact Number:	<u>*Provide evidence to support your request.*</u>
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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 issued a Penalty Notice and fined, per parent, per child. Once a penalty notice is issued, I have 28 Days in which to pay the fine of £160, per parent, per child. If this is a first offence and I pay the fine within 21 days the fine will be at the lower charge of £80 per parent, per child.

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.

I understand that I will only be issued with a maximum of two penalty notices within a three year rolling period, any further offences will be dealt with by way of a prosecution in the magistrate's court for the offence of failing to ensure my child attends school regularly under the following sections of the Education Act: Section 444(1): where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly, and fails to ensure the child does so.

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, 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:

