



Pudsey Bolton Royd Primary School

Moorland Grove
Pudsey
West Yorkshire
LS28 8EP

Tel: 0113 3862560
Nursery: 0113 3862563
Fax: 01274 662632

E-mail: info@pudseyboltonroyd.org
www.pudseyboltonroyd.org

Headteacher: Mrs V Smithies

Please read before submitting a request for holiday in term time

Dear Parent / Carer

New government guidelines came into effect on September 2013, preventing Headteacher's granting any leave of absence during term time, unless there are exceptional circumstances. A family holiday is **NOT** an exceptional circumstance and such requests will be refused.

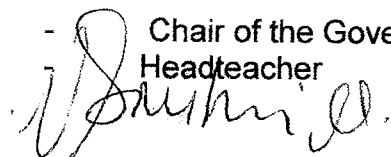
If parents choose to ignore this decision the absences will be recorded as unauthorised. The Local Authority will be advised and fixed penalty notices may be issued resulting in fines or legal action under section 444 of the 1996 Education Act. If found guilty under the Act, parents will receive a criminal record and could be fined up to £1,000.

I realise that the vast majority of parents do not take family holiday in term time as they realise the significant impact this can have on their son / daughters education.

We support the government stance on trying to reduce the amount of schooling missed due to holidays and we hope you will continue to support us by not planning a family holiday during term time.

Yours sincerely

Mr C Hudson
Mrs V Smithies

-  Chair of the Governing Body
Headteacher

EXCEPTIONAL CIRCUMSTANCES REQUEST FORM
SCHOOL: Pudsey Bolton Royd Primary School
DATE OF REQUEST:


Name of Children:	First Name	Surname	Class
Leaving date:		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
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: _____ Postcode : _____
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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 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).

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:

<u>School Section</u>		Is the requested absence during exams Yes <input type="checkbox"/> No <input type="checkbox"/>	
Any previous request	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason for refusal/Comments			
	Approved		for School days
	Not approved		for School days
Headteacher's Signature		Date:	