

Request for Exceptional Leave from Oughtibridge Primary School

I understand that under section 444 of the 1996 Education Act I have a legal obligation to ensure that your child attends school regularly.

Before considering exceptional leave, I have endeavoured to the best of my ability to find alternatives to asking to take my child out of school in term time. Or

Because of the **urgent and exceptional** nature of the reason for the request for exceptional leave, I believe my child needs to be absent during term time.

I agree to keep the school informed of any changes to when my child will return to school.

I am aware that I may be fined or prosecuted for any time my child has unauthorised absence from school.

I am aware that if my child does not return by the due to date, he/she is at risk of losing their place at Oughtibridge Primary School.

Requests for exceptional leave will only be considered if more than 20 days' notice has been given

I understand that by taking unauthorised term time leave I may be liable for a Fixed Penalty Notice. The penalty is a £80 fine if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days but within 28 days. If the penalty is not paid in full within the 28 days Sheffield City Council may seek to prosecute. A separate Fixed Penalty Notice will be issued to each parent and are per child. A parent includes any person who is not a parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent or parents with day to day responsibility for the pupil's attendance or the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

The second time (within 3 years) a Penalty Notice is issued for Term Time Leave or Irregular Attendance (10 sessions of unauthorised absence in a 10 week period) the amount will be:

£160 per parent, per child paid within 28 days.

The third time (within 3 years) an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

Please sign below to say you have read and understood the above statements

SIGNED:

Name of child		Class:	Siblings in this or other schools (name, dob, name of school)	
Name of parent/carer completing the form:				
Date of birth:				
Telephone		Email		
Name of parent/carer 2:				
Date of birth:				
Telephone		Email		
Dates for exceptional leave. <i>Give the first and last date you wish your child to be absent.</i>	From	To	Total number of days my child will be absent	
Where do you plan to be if exceptional leave is granted? <i>Please give full address and emergency contact details.</i>				

Why are you asking for exceptional leave from school for your child? If this is a personal matter, please make an appointment to see Mrs	
Did you take any steps to try to avoid this request for exceptional leave? If so, what did you do?	Yes/No

I confirm that all of the information on this form is true

Signed	Name in print	Date
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Request for Exceptional Leave from Oughtibridge Primary School continued . . .

For School Use only:

Child's Current in-year attendance		
Child's attendance in the last school year and percentage unauthorised.	Total	Unauthorised
School's Target attendance for all pupils	97%	
Has exceptional leave been taken in this and the last school year?		

For headteacher to complete:

Date form received	Date decision letter sent to parent/carer:	
Headteacher's decision on whether the holiday is authorised	Number of days authorised: Number of days unauthorised:	Code: Code:
Headteacher signature		

Any comments from headteacher: