

Exceptional Leave Request Form

Child/rens' names and Tutor Group/s/Class	First date of absence
	Last date of absence
	Total number of school days

Reason for Exceptional Leave Request

(Please indicate the reason why this leave needs to be taken in term time - **all** evidence and context to support your application for exceptional leave **must be** provided with this request, as further information provided at a later date will not be considered.)

Please tick if your child has sibling(s) at another school or schools

☐

Name of School(s).....

Name of Parent/Carer Signed.....

Date of request

Academy Use Only

Our records show that to date your child has been absentdays during the current academic year giving them an attendance of%. Last year their attendance was.....%

Having considered your request along with your child's attendance data it has been agreed that this request does/doesn't meet Bradgate Educational Partnership's criteria for Exceptional Leave. Therefore:

- ☐ Your request for Exceptional Leave is granted and your child's absence will be authorised.
- ☐ Your request for Exceptional Leave is not granted. If your child is absent on this occasion their absence will be unauthorised. Further unauthorised absences may result in a referral to the Local Authority for a fine to be issued.
- ☐ Your request for Exceptional Leave is not granted. If your child is absent on this occasion their absence will be referred to the Leicestershire County Council for a Fixed Penalty Notice in relation to an unauthorised family holiday during term time.

The fine for school absences is **£80 if paid within 21 days, or £160 if paid within 28 days per parent per child.**

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of **£160**. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

School Comment

Code

Signed