

Request for Exceptional Leave from Stocksbridge Nursery Infant School

Requests for exceptional term-time leave should be submitted at least 20 days in advance of the requested leave.

I agree that:

- 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 understand that:

- under section 444 of the 1996 Education Act I have a legal obligation to ensure that my child attends school regularly.
- I understand that by taking unauthorised term time leave I may be liable for a Fixed Penalty Notice. The penalty is a £60 fine if paid within 21 days of receipt of the notice, rising to £120 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 responsible for the absence.**
- I must keep the school informed of any changes to the dates that my child will be absent.
- if my child does not return by the due to date, he/she is at risk of losing their place at Stocksbridge Nursery Infants School.

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

PARENT'S NAME:

PARENT'S SIGNATURE:

DATE:

Child's name:

Child's class:

Siblings in this or other schools (name, dob, name of school)

Details of parent/carer(s) requesting leave

1. Name

Date of birth:

Tel no:

Email:

2. Name

Date of birth:

Tel no:

Email:

Dates of exceptional leave.

Give the first and last date you wish your child to be absent.

From:

To:

Total number of days my child will be absent:

Where do you plan to be if exceptional leave is granted?

*Please give **full address** and emergency contact details.*

Request for Exceptional Leave from Stocksbridge Nursery Infant School continued. . .

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| Why are you asking for exceptional leave for your child? | |
| Did you taking any steps to try to avoid this request for exceptional leave? If 'YES', please what did you do? | Yes/No |

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

| | |
|--|--|
| Signed by parent completing this form: | |
| Print name: | |
| Date: | |

Request for Exceptional Leave from Stocksbridge Nursery Infant School continued. . .

For School Use only:

For school office to complete:

| | | | |
|---|------------|--|--|
| Date form received | | Date decision letter sent to parent/carer: | |
| 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 | 96% | | |
| Has exceptional leave been taken in this and the last school year? | | | |

For class teacher to complete:

| | |
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| What learning will your child miss? | |
| What impact do you think this absence will have on the child's learning and/or well-being? | |

For Headteacher to complete:

| | | | | |
|--------------------------------------|-------------------------|-------|---------------------------|-------|
| Headteacher's decision | No. of days authorised: | Code: | No. of days unauthorised: | Code: |
| Will a fine be requested? | | | | |
| Headteacher signature | | | Date: | |
| Any comments from headteacher | | | | |