



# BENTON PARK SCHOOL

*'Creating a climate for great learning, success and opportunity'*

## Leave of Absence Request

<b>SCHOOL:</b>		<b>DATE OF REQUEST:</b>	
<b>First Name</b>	<b>Surname</b>	<b>Date of Birth</b>	<b>Class</b>
<b>Leaving date:</b>		<b>Date due back in school:</b>	
<b>Length of absence applied for (number of school days only):</b>			<b>days</b>
<b>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</b>	<b>First Name</b>	<b>Surname</b>	<b>School</b>
<b>Contact Details</b>			
<b>Parents: (eg. Mother, Father, Grandparent, Carer):</b>	<b>First name:</b>	<b>First name:</b>	
	<b>Surname:</b>	<b>Surname:</b>	
	<b>Address:</b>	<b>Address:</b>	
	<b>Postcode:</b>	<b>Postcode:</b>	
	<b>Email:</b>	<b>Email:</b>	
	<b>Home phone number:</b>	<b>Home phone number:</b>	
	<b>Mobile:</b>	<b>Mobile:</b>	
	<b>Alternative number while away:</b>	<b>Alternative number while away:</b>	
<b>Reason for absence including full explanation (use a separate sheet of paper if necessary)</b> The exceptional circumstances are...			
<b>Point of departure (eg. Airport, Coach, Train Station etc.):</b>		<b>Destination:</b>	
<b>Time of departure:</b>		<b>Flight numbers and name of airline:</b>	

**Executive Headteacher: Miss D Martin | Headteacher: Mr N Skilton**

Harrogate Road, Rawdon, Leeds, LS19 6LX Tel: (0113) 250 2330

[www.bentonpark.org.uk](http://www.bentonpark.org.uk)

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Benton-Park-School



@BentonParkSch



@bentonparksch



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<b>Emergency Contact Details (preferably someone who is staying in Leeds):</b>	<b>*Provide copies of travel plans to support your request.*</b>
<b>First Name:</b>	If child is not leaving with parent(s) who is accompanying them?
<b>Surname:</b>	Who will be caring/responsible for the child?
<b>Address:</b>	Why is/are the parent(s) not leaving with the child?
<b>Postcode:</b>	Name:
<b>Relationship to the child:</b>	Relationship to child:
<b>Contact Number:</b>	Address: <span style="float: right;">Postcode :</span>

## 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

- *First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. **A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

Parent's Full Name:

Parent's Signature:

Date:

Parent's Full Name:

Parent's Signature:

Date:

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

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