



**Beeston,
Cottingley &
Middleton Cluster**

Working in Partnership to help Children, Young People and Families reach their goals

Leave of Absence Request

SCHOOL: Beeston Primary School		DATE OF REQUEST:	
First Name	Surname	Date of Birth	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			
Parent/Carer: (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:	



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<p>Reason for absence including full explanation (use a separate sheet of paper if necessary)</p> <p>The exceptional circumstances are...</p>	
<p>Point of departure (eg. Airport, Coach, Train Station etc.):</p>	<p>Destination:</p>
<p>Time of departure:</p>	<p>Flight numbers and name of airline:</p>
<p>Emergency Contact Details (preferably someone who is staying in Leeds):</p> <p>First Name:</p> <p>Surname:</p> <p>Address:</p> <p>Postcode:</p> <p>Relationship to the child:</p> <p>Contact Number:</p>	<p><u>*Provide copies of travel plans to support your request.*</u></p> <p>If child is not leaving with parent(s) who is accompanying them?</p> <p>Who will be caring/responsible for the child?</p> <p>Why is/are the parent(s) not leaving with the child?</p> <p>Name:</p> <p>Relationship to child:</p> <p>Address: <u>Postcode</u> :</p>

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.*



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- *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.***

School places

I am aware that a referral will 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 is 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, being a detriment to their education and causing implications to my own employment.

Parent's Full Name:

Parent's Signature:

Date:

Parent's Full Name:

Parent's Signature:

Date:

Please forward the completed form to attendance@beestonprimary.org

School Section 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				



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September 2025

Dear Parent/Carer

Taking time off school in term time

We are writing to inform you that from 19th August 2024 the Government changed the Education (Pupil Registration) Regulations in relation to term time holidays.

As a result, Head Teachers can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time **will not** be authorised and will be marked as an unauthorised absence in the school register.

Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act 1996 which means that you will be fined for your child's absence.

Taking a child out of school in term time interrupts the learning of the whole class as teachers have to spend time helping children catch up when they return. Each academic year school is closed for thirteen weeks. This allows families up to 175 days a year to go on holiday or visit relatives abroad.

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The issuing of Penalty Notices relates to any unauthorised absence. Authorisation of absence is at the Head Teacher's discretion and if your child is absent for any reason such as illness, you may be required to provide school with evidence of the absence such as a medical appointment card or prescription.

If you are experiencing any difficulties that are affecting your child's attendance the school and the Cluster want to work with you to support you. Please contact the school in the first instance.

Yours Faithfully

S. Knowles

J. Hainsworth

Sue Knowles
Pastoral Leader

Joanne Hainsworth
Targeted Services Leader