



# Eastfield Primary School

Eastfield Road, Thurmaston, LE4 8FP

Telephone: 01162694692

Email: office@eastfield.bepschools.org

Headteacher: Mr T Gilbert

## 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 .....



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### Academy Use Only

Our records show that to date your child has been absent .....days 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
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