



Castleford Park Junior Academy

Medley Street
 Castleford
 West Yorkshire
 WF10 4BB

Tel: 01977 518959 www.pjacademy.net

Exceptional circumstances request form

Date of request:

Names of Children:	First Name	Surname	Form tutor Group
Leaving Date		Date Due back in School	
Length of Absence applied for – School days only: days			
Siblings in other schools: <i>Please note that this request information will be shared with attendance leads in other schools in which the siblings attend</i>	First name	Surname	School
Contact Details			
Parents/Guardians	First name:	First Name:	
	Surname:	Surname:	
	Address:	Address:	



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	Postcode:	Postcode:	
	Email	Email	
	Home Phone Number	Home Phone Number:	
	Mobile Number:	Mobile Number:	
	Alternative Number whilst away	Alternative Number whilst away	
Reason for absence including full explanation of exceptional circumstances:			
Point of departure (E.g. airport, coach, train station etc):	Destination:		
Time of Departure			
Emergency Contact Details (Someone who is staying in Castleford)	If a child is not leaving with parents – who is accompanying them?		
First Name			
Surname:	Who will be caring/responsible for the child?		



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Address:	Why is/are the parents not leaving with the child?
Postcode:	
Relationship to child:	
Home Number:	
Mobile Number:	
Email:	
	Name:
	Relationship to child:
	Address:
	Postcode:

Statutory Declaration – Legal responsibility

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

I understand if my request is unauthorised I am most likely to be fined, £60 per parent, £60 per child (for example a family of 4 with 2 parents and 2 children will be fined a total of £240)

Once the penalty notice is issued, I have 21 days in which to pay the fine. If I fail to pay in that time period, the fine will double. I then have another seven days in which to pay, taking the total time in which to make payment to 28 days. If I fail to make payment after 28 days then the local authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court can lead to a fine of up to £7000, and a criminal record which can affect employment opportunities.

School places

I am aware that a referral will be 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 school, 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 of detriment to their education and causing implications to my own employment.

Parents/guardian full name:

Signature:

Date:

Parents/guardian full name:

Signature:

Date:



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School Section

Any previous request: Y/N		Is the requested absence during exams Y/N		
Reason for refusal/Comments				
Authorised	Approved date for absence:		Number of school days:	
Unauthorised	Reason for refusal:			
Headteacher's signature				