**Extended / Multiple Leave of Absence Legal Action Request**

This form can be used to request LEGAL ACTION in the following circumstances:

**A child who has recorded 20 or more continuous days unauthorised absences due to an Unauthorised Leave of Absence during Term-Time (“G” Code Absences) or two or more periods of unauthorised leave totalling 10 school days (20 sessions) or more within a 12 month period.**

This form can be used to request legal action for multiple children within a household, as long as the children live at the same address, have the same parent/carers, and the request is for the same period of leave.

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| --- | --- | --- | --- | --- |
| **Referrer:** | **First**  **Name** |  | **Last**  **Name** |  |
| **Job Title:** | |  | | |
| **Email Address:** | |  | | |
| **School Name:** | |  | | |
| **Attendance Lead** | **First**  **Name** |  | **Last**  **Name** |  |
| **Email Address:** | |  | | |

**Pupil Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **DOB:** | **UPN:** |
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| --- | --- | --- | --- | --- | --- |
| **1) Parent**  **or Carer** | Title | First  Name |  | Last  Name |  |
| **Address** | | |  | | |
| **2) Parent**  **or Carer** | Title | First  Name |  | Last  Name |  |
| **Address** | | |  | | |
| **(Note: Full names are essential)** | | | | | |

To

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates of **unauthorised** absence  \*period of unauthorised leave coded with absence code “G”. | **Period 1 From**  **Period 2**  **From** |  | To  To |  | |
| Number of unauthorised sessions taken during period of leave. | **Period 1**  **Period 2** | Attendance % since start of the school year | |  | |
| Did the parent request the leave of absence prior to the absence being taken? If yes, please include a copy of the request | **Y / N** |  | | | |
|  |  |  | | | |
| I confirm that our school / trust supports the use of other legal sanctions in relation to extended / multiple leaves of unauthorised absence during term time. | **Y/N** | I can confirm that our parents are aware that Bradford Council may use other legal sanctions in relation to extended / multiple leaves of unauthorised absence during term time. | | | Y/N |

**Evidence Required – Please ensure that this is attached/included.**

**Unauthorised Leave / Holiday during term time**

1. **Term-time leave request** submitted by Parent;
2. **Letter sent by the school** refusing the leave of absence and informing the parent that a penalty notice may be requested and issued by Bradford Council;
3. **Attendance certificate** covering the unauthorised leave period only. **This certificate must be signed and dated by the head teacher ONLY.**
4. **Attendance certificate** covering the last 12 months
5. **Any additional evidence** in relation to the absence i.e. letter from parent etc.

**NB – In instances where the school become aware that a child has had an Unauthorised Leave / Holiday during term time after they’ve returned to school, legal action may still be requested, but school must write to the parent, stating:**

* Why the school have reached this conclusion
* That the period of absence will be unauthorised
* That a penalty notice may be requested and issued by Bradford Council.

Please email this form, copying in the headteacher / attendance lead and attaching all supporting documentation / additional information to [attlegal@bradford.gov.uk](mailto:attlegal@bradford.gov.uk)