

## APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of School ..... Date of Request .....

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Bradford Council expects all parents/guardians to ensure that their children attend school regularly. Absences due to holidays, taken during term time can seriously impact on a pupil's academic attainment. Bradford Council's policy is to only grant leave of absence in the most exceptional circumstances. If permission is given for Leave of Absence the Headteacher will determine the number of days of absence.

**Taking 'Leave of Absence' without the schools permission could result in you being issued with a Penalty Notice fine of £60. Penalty Notices are issued, per parent per child. Where permission has been given for 'Leave of Absence', if you fail to return your child within 10 schools days of the agreed return date, your child may be removed from the school roll.**

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure. Thank you.

### PARENTS SECTION

|   |                                    |                               |      |
|---|------------------------------------|-------------------------------|------|
| Surname of child                                      |                                    | First name                    |      |
| Date of birth   |                                    | Class                         |      |
| Surname of parent/guardian                            |                                    | First name of parent/guardian |      |
| Address of child                                      |                                    |                               |      |
| Postcode  |                                    | Telephone number              |      |
| Reason for absence                                    |                                    |                               |      |
| Length of absence applied for (number of school days) |                                    | Destination                   |      |
| Date of departure                                     |                                    | Date due back in school       |      |
| Emergency telephone contact in the Bradford district  | Emergency telephone contact abroad |                               |      |
| Parent's/guardian's signature                         |                                    |                               | Date |

### SCHOOLS SECTION

|                                      |                  |                         |             |      |
|--------------------------------------|------------------|-------------------------|-------------|------|
| Date of meeting with parent/s        |                  | Headteacher's signature |             | Date |
| Leave of Absence                     | Approved for     |                         | School days |      |
|                                      | Not approved for |                         | School days |      |
| Reason for refusing Leave of Absence |                  |                         |             |      |

**Please Retain for School Records**

In the event of the child not returning within 10 schools days of the agreed return date and no satisfactory explanation has been provide for the none return the child can be removed from the school register. A Children Missing Education referral should be made to the Education Social Work Service who will require a copy of this form. For further information please see Bradford Council Leave of Absence, Holidays in Term Time and Extended Leave of Absence – Guidance for Schools or Children Missing Education 'If A Child Goes Missing'.

| <b>Holiday Request Meeting – for school use only</b> |  |   |           |
|--|--|---|-----------|
| <b>Name of child</b>                                 |  |   |           |
| <b>Date of meeting</b>                               |  | <b>Present at meeting</b>                           |           |
| <b>Attendance for this year</b>                      |  | <b>Attendance for last year</b>                     |           |
| <b>N<sub>o</sub> of unauthorised days this year</b>  |  | <b>N<sub>o</sub> of unauthorised days last year</b> |           |
| <b>Previous attendance letters sent</b>              |  | <b>Yes</b>  | <b>No</b> |
| <b>If yes, details</b>                               |  |   |           |
| <b>N<sub>o</sub> of days requested</b>               |  |   |           |
| <b>Notes from meeting</b>                            |  |   |           |
| <b>Authorised circumstances</b>                      |  | <b>Unauthorised circumstances</b>                   |           |
| <b>Signed</b>  |  |   |           |