

St Winefride's Catholic Primary Academy

A Voluntary Academy

St Paul's Avenue, Wibsey, Bradford, BD6 1SR
Tel: 01274 677705
Email: office@win.bcwcacat.co.uk



Interim Headteacher: Mrs Louise Walsh

Absence During Term Time

IMPORTANT MESSAGE FOR PARENTS/GUARDIANS

Dear Parent/Carer

Bradford Children's Services (in line with National expectations) are committed to eliminating the high number of days in school lost due to pupil absences. Action plans now include penalties for parents taking their children out of school for family holidays. May I remind parents that the guidance states 'these occasions should be **ONLY IN EXCEPTIONAL CIRCUMSTANCES.**

Requests for an application for Absence in Exceptional Circumstances must be made in writing addressed to the Headteacher.

I would obviously like to avoid any situation where a parent may be faced with a fine. Therefore, **holidays in term time will not be authorised.**

You may well be issued with a fixed penalty notice if holidays are taken in term time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Walsh', written in a cursive style.

Mrs L C Walsh
Interim Headteacher



APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of School: **St Winefride's Catholic Primary Academy.** DfE No. **3350**.....

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	
Ethnic origin of child	White	Pakistani	Bangladeshi	Indian
Chinese	Black-Caribbean	Black-African	Black-other	Other
Gender of child	Female	Male		
Number of previous applications granted				
Reason for refusing Leave of Absence				