

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Lees Primary School DfE No.2127

Important Information regarding Absence from School

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 whenever possible. Absences due to holidays, taken during term time can seriously impact on a pupil's academic attainment. **Bradford Council's policy does not allow Headteachers to grant any leave of absence unless there are exceptional circumstances.**

Penalty Notices may be issued by Bradford Council for any unauthorised absence. Should Penalty Notices be issued the amendment to the 2007 Regulations reduces the timescales for paying a penalty notice. Parents must, from 1st September 2013, pay £60 within 21 days or £120 within 28 days. This brings Attendance Penalty Notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

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. Please note any exceptional circumstances. | | | |
| Length of absence applied for (number of school days) | | Destination | |
| Date of departure | | Date due back in school | |
| Parent's/guardian's signature | | | Date |

SCHOOLS SECTION

| | | | | |
|---|--|-------------------------|-------------|------|
| Date of meeting with parent/s | | Headteacher's signature | | Date |
| Approved for | | | School days | |
| Not approved for | | | School days | |
| Number of previous applications granted | | | | |
| Details | | | | |