

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of School DfE No.....

Pupils attend school for a maximum 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 or leave of absence taken during term time can seriously impact on a pupil's academic attainment. **A period of leave of absence which is not authorised by the school could result in a Fixed Penalty Notice of £60 per parent, per child being issued by Bradford Children's Services and your child losing their place at school.**

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	
Reasons 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			
Parent's/guardian's signature			Date

SCHOOLS SECTION

Date of meeting with parent/s		Headteacher's signature		Date
Extended leave	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				
Please give details				

Please retain for school records