APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of School:Beckfoot Nessfield DfE No 380 2046

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 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 |  | |
| 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 | |  | | |
| 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 | |  | | | | | | | | |