



## LEAVE OF ABSENCE FORM

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 school's 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

Date request completed	
Full name of child	
Class	
Full name of parent completing form	
Reason for absence	
Destination	
Number of school days absent	
Date of departure (first day not in school)	
Date of return to school	
Is the child's second parent/guardian going on the same holiday/leave of absence?	
If Yes to above please give their full name	
Parent/Carer signature	

### SCHOOLS SECTION

Date of meeting if required		Headteacher's signature	Date:
Leave of absence	Approved for	School days	
	Not approved for	School days	
Reason for refusing leave of absence and code to use			