



## APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL

From 1<sup>st</sup> September 2013, the law has been changed - The Education (Pupil Registration) (England) Regulations 2006. This removes the statutory threshold of the discretionary 10 school days absence for the purpose of a family holiday or extended leave in exceptional circumstances.

As a consequence of this change **NO FAMILY HOLIDAYS OR EXTENDED LEAVE CAN BE AUTOMATICALLY GRANTED** for any child from this date and families must apply for authorised leave from the Head of School.

Families should be aware that if they decide to take unauthorised leave e.g. go on extended leave in term time, then the school may actively pursue the issuance of a fixed penalty notice which could lead to a minimum fine of £60 per child per parents. For example, if you have 3 children with a mother and father each parent will be fined £60 per child: 3 x £60 = £180 per parent which would be a £360 fine for the family.

Additionally, unauthorised absence may result in your child losing their school place.

**Any requests for leave in exceptional circumstances will be considered by the Head of School.**

### PARENTS SECTION

Surname of child		First name	
Date of birth		Year Group	
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 (if holiday related)	
First date of absence		Date due back in school	
Emergency telephone contact in the Bradford district			
Parent's/guardian's signature			Date

Pupils attend school for a maximum of 190 days each academic year. There are 13 weeks of school holiday. Full attendance is vital for your child's educational progress. The Government 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 student's progress.

**TO BE COMPLETED BY SCHOOL:**

Date request for leave received			
Extended leave	Approved for		School days
	Not approved for		School days
Please give details			
Number of previous requests authorised			
Number of previous requests unauthorised			
Head of School signature			
Date			
Date family informed of the decision			

Return the slip below to the family:

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Student name			
Dates of absence	From:	To:	Total school days:
Authorised	Unauthorised		
Signed by Head of School			
Date			

If you have any questions regarding your application for a leave of absence from school please contact the school office on 01274 582995.