

APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE

Name of School _____ DfE Number _____

If you wish to request discretionary leave of absence for your child, please complete this application form and return it to the Headteacher as soon as possible and in advance of making any travel arrangements. Please note that there is no entitlement for parents to take their children out of school during term time without first obtaining permission from school.

If you do take your child out of school without securing advance permission or he/she fails to return to school on the agreed due date, you are likely to be issued with a Penalty Notice under Section 444 of the Education Act 1996. If you pay within 21 days of receiving a penalty notice the amount is £60 per parent, per child. The fine increases to £120 per parent, per child if you pay after 21 days but within 28 days. Thank you.

EVERY SCHOOL DAY COUNTS, AND EVERY DAY IS IMPORTANT

PARENTS' SECTION

| | | | |
|--|------------------------|--------------------------------|----------------------|
| Surname of child | <input type="text"/> | First Name | <input type="text"/> |
| Date of birth | <input type="text"/> | Year Group | <input type="text"/> |
| | | Male/Female | <input type="text"/> |
| Surname of parent/carer 1 | <input type="text"/> | First Name | <input type="text"/> |
| Surname of parent/carer 2 | <input type="text"/> | First Name | <input type="text"/> |
| Relationship to child | 1 <input type="text"/> | 2 <input type="text"/> | |
| Email address | <input type="text"/> | | |
| Home address | <input type="text"/> | | |
| Home Tel | <input type="text"/> | Parent's mobile | <input type="text"/> |
| | | Pupil's mobile | <input type="text"/> |
| Reason for request | <input type="text"/> | | |
| Length of absence (number of school days) | <input type="text"/> | Destination (city and country) | <input type="text"/> |
| Date of departure | <input type="text"/> | Date due back in school | <input type="text"/> |
| Emergency contact in Blackburn/Darwen (inc. tel) | <input type="text"/> | | |
| Parent/Carer's signature | <input type="text"/> | Date | <input type="text"/> |

SCHOOL SECTION

| | |
|---|---|
| UPN | <input type="text"/> |
| Date of meeting/conversation with parent/carer | <input type="text"/> |
| Leave granted | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Exceptional circumstances | <input type="text"/> |
| Head teacher's/Principal's signature | <input type="text"/> |
| Date | <input type="text"/> |
| Ethnic origin of child | White <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Eastern European GRT <input type="checkbox"/> |
| White other | <input type="checkbox"/> Black-Caribbean <input type="checkbox"/> Black-African <input type="checkbox"/> Black other <input type="checkbox"/> Chinese <input type="checkbox"/> Other <input type="checkbox"/> |
| Number and date(s) of previous applications granted | <input type="text"/> |