

PLEASE ENSURE YOU HAVE READ ALL THE  
INFORMATION BELOW BEFORE COMPLETING THIS FORM.

**City of Bradford MDC**

[www.bradford.gov.uk](http://www.bradford.gov.uk)

## APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of School .....Immanuel College..... DfE No. ...3804616.....

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 £80. Penalty Notices are issued, per parent per child, by Education Bradford. Please note that there is NO right of appeal against a penalty notice.**

**Where permission has been given for 'Leave of Absence', if you fail to return your child within 10 school 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.

### PARENT'S SECTION

|                                                                                                                                    |  |                                    |      |
|------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------|------|
| Surname of child                                                                                                                   |  | First name                         |      |
| Date of birth                                                                                                                      |  | Class                              |      |
| Surname of Parent/guardian                                                                                                         |  | First name of Parent/guardian      |      |
| Surname of parent/guardian                                                                                                         |  | First name of parent/guardian      |      |
| Address of child                                                                                                                   |  |                                    |      |
| Postcode                                                                                                                           |  | Telephone number                   |      |
| <b>Reason for absence</b><br>Please use the back of this form to write any information that you feel may support your application. |  |                                    |      |
| Length of absence applied for (number of school days)                                                                              |  | Destination                        |      |
| First day of absence                                                                                                               |  | Date due back in school            |      |
| Emergency telephone contact in the Bradford district                                                                               |  | Emergency telephone contact abroad |      |
| Parent's/guardian's signature                                                                                                      |  |                                    | Date |

### SCHOOL'S SECTION

|                                         |                  |                         |             |        |
|-----------------------------------------|------------------|-------------------------|-------------|--------|
| Date of meeting with parent/s           |                  | Headteacher's signature |             | Date   |
| Leave of Absence                        | 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 |                  |                         |             |        |
| Reason for refusing Leave of Absence    |                  |                         |             |        |

**Please retain for school records**



## **Important information: Request for holidays in Term Time/Leave of Absence**

**It is vital that you read this form BEFORE completing the enclosed request form.**

Immanuel College is committed to raising the achievement and attainment of its pupils and we believe this can be achieved through regular school attendance.

We actively discourage parents from taking their children out of school for family holiday, trips abroad etc during term time and will only authorise 'Leave of Absence' in the most exceptional circumstances and at the discretion of the Headteacher. Permission must be sought from the school before holidays/trips abroad are booked.

**938 school days were lost last year to unauthorised school holidays. This is equal to 4.9 years of teaching. This disadvantages our children as they miss vital learning time. The school's policy is to prosecute parents and carers who continue to allow their children time out of school that is not authorised by the Headteacher.**

Authorised absence is always at the discretion of the Headteacher, who may turn it down in the interest of the child's education. Each request will be considered individually, taking into account circumstances such as the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.

The procedure for applying for Leave of Absence is to ask the Attendance Officers for a leave of absence application form to be returned to the Headteacher on completion. Should leave of absence be granted, the school will decide the number of days they will allow the child to be absent.

In the event of the child not returning within 10 school days of the agreed return date and no satisfactory explanation has been provided for the non-return, the child can be removed from the school register.



Immanuel College reserve the right to request that Children's Service's issue a penalty notice to any parent/guardian who:

- takes their children out of school after an application for leave of absence has been refused by the school.
- take their children out of school without first requesting permission from the school.
- take their children out of school for longer than the number of days authorised by the school.

Penalty Notice fines of £80 are issued per parent per child (e.g Father and Mother taking 3 children out of school without permission will face a fine of £480.)

21 days are allowed for the payment of £80 and if not paid the fine doubles to £160 and a further 7 days are allowed for payment. If the Penalty Notice fine is not paid then Children's Services may take the matter before the magistrates' court and parents will be charged with failing to ensure their child's regular attendance at school. This could result in a fine of up to £1000 per parent.

Please note: If fines are paid within the specified time they are dealt with as a civil matter. However, if payment is not made and the matter is passed to the courts, it then becomes a criminal matter and may affect your criminal record.

**The Education Act 1996, section 444 states:**

**If a child of compulsory school age who is a registered pupil at school fails to attend regularly at the school, his or her parent is guilty of an offence.**