

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

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of School DfE No.

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, 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	
Address of child			
Postcode		Telephone number	
Reason for absence 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
Chinese	Black-Caribbean	Black-African	Black-other
Gender of child	Female	Male	Indian
			Other
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.

If a child is taken out of school without permission for more than 20 days the child will be removed from the school roll and lose their place. OR if permission for leave of absence has been given and the child fails to return to school within 10 days of the agreed return date and no valid reason is given for the non-return they will also be removed from the school roll.

Immanuel College reserve the right to request that Children's Service's issue a penalty notice to any parent 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 £60 are issued per parent per child (e.g. Father and Mother taking 3 children out of school without permission will face a fine of £360.)

21 days are allowed for the payment of £60 and if not paid the fine doubles to £120 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.