



APPLICATION FOR LEAVE OF ABSENCE

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Ben Rhydding 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 pupil's academic attainment. Bradford Council's policy allows for a maximum of 10 days leave of absence only in exceptional circumstances. In very exceptional circumstances schools may grant more than the recommended 10 days, this is called **Extended Leave of Absence**. **Failure to return your child on the agreed date could result in a Penalty Fine of £60 (per parent, per child) being issued by Bradford Council and your child losing their place at school.**

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 SECTION

Surname of child/ren		First name (s)	
Date of birth(s)		Class/es	
Surname of parent/guardian		First name of parent/guardian	
Exceptional reason for absence in term time			
Length of absence applied for (number of school days)		Destination	
Date of departure		Date due back in school	
Emergency telephone contact in the Bradford district			
Parent's/guardian's signature			Date

SCHOOL SECTION

Headteacher's signature			Date
Leave of absence	Approved for		School days
	Not approved for		School days
Number of previous applications granted			

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LEAVE OF ABSENCE AUTHORISATION



To the Parent/Carer of _____ Class _____

From the following dates: _____ to _____ authorised unauthorised

Total Number of Absence this academic year: days authorised unauthorised (inclusive of the above)

Signed _____

Headteacher: Mr. P Timms