



APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE

Name of School _____ DfE Number _____

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects all parents/carers to ensure that their children attend school whenever possible. Absences due to family holidays taken during school time could hinder academic progress.

If you wish to request for your child to be granted leave of absence, please complete this application form and return it to the Headteacher as soon as possible and in advance of making any travel arrangements.

If you take your child on holiday 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.

PARENTS SECTION			
Surname of child	<input style="width: 200px;" type="text"/>	First Name	<input style="width: 150px;" type="text"/>
Date of birth	<input style="width: 80px;" type="text"/>	Year Group	<input style="width: 80px;" type="text"/>
		Male/Female	<input style="width: 150px;" type="text"/>
Surname of parent/carer 1	<input style="width: 200px;" type="text"/>	First Name	<input style="width: 150px;" type="text"/>
Surname of parent/carer 2	<input style="width: 200px;" type="text"/>	First Name	<input style="width: 150px;" type="text"/>
Relationship to child	1 <input style="width: 150px;" type="text"/>	2 <input style="width: 150px;" type="text"/>	
Home address	<input style="width: 500px;" type="text"/>		
Home Tel	<input style="width: 80px;" type="text"/>	Parent's mobile	<input style="width: 80px;" type="text"/>
		Pupil's mobile	<input style="width: 80px;" type="text"/>
Reason for request	<input style="width: 500px;" type="text"/>		
Length of absence (number of school days)	<input style="width: 80px;" type="text"/>	Destination (city and country)	<input style="width: 150px;" type="text"/>
Date of departure	<input style="width: 150px;" type="text"/>	Date due back in school	<input style="width: 150px;" type="text"/>
Emergency contact in Blackburn/Darwen (inc. tel)	<input style="width: 400px;" type="text"/>		
Parent/carer's signature	<input style="width: 250px;" type="text"/>	Date	<input style="width: 80px;" type="text"/>
SCHOOL SECTION		UPN	<input style="width: 100px;" type="text"/>
Date of meeting/conversation with parent/carer	<input style="width: 100px;" type="text"/>	Leave granted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Exceptional circumstances	<input style="width: 500px;" type="text"/>		
Head teacher's/Principal's signature	<input style="width: 250px;" type="text"/>	Date	<input style="width: 80px;" 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 style="width: 300px;" type="text"/>		
School	<input style="width: 150px;" type="text"/>	Year	<input style="width: 50px;" type="text"/>
		Duration of absence	<input style="width: 100px;" type="text"/>
<p>Please return the FULLY completed form to the: Pupil Tracking and Licensing Officer, Learning Access Service, 5th Floor, 10 Duke Street, Blackburn, BB2 1DH</p>			