



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 at least two weeks before your proposed departure date.

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 you pay a £60 fine. The fine is £120 if you pay after 21 days but within 28 days. Thank you.

PARENTS SECTION

Surname of child	<input type="text"/>	First name	<input type="text"/>
Date of birth	<input type="text"/>	Year Group	<input type="text"/>
Surname of parent/carer	<input type="text"/>	First name	<input type="text"/>
Relationship to child	<input type="text"/>		
Home Address	<input type="text"/>	Post Code	<input type="text"/>
Home Telephone	<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	<input type="text"/>
Date of departure	<input type="text"/>	Date due back in school	<input type="text"/>
Emergency telephone contact in Blackburn/Darwen	<input type="text"/>		
Parent/carers signature	<input type="text"/>		

SCHOOL SECTION

UPN

Date of meeting with parent/s	<input type="text"/>	Discretionary leave granted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Exceptional circumstances:	<input type="text"/>				
Headteacher's signature	<input type="text"/>				
Ethnic origin of child:	White UK <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"/>
Number and date(s) of previous applications granted?	<input type="text"/>	Other	<input type="checkbox"/>		
School	<input type="text"/>	Year	<input type="text"/>	Duration of absence	<input type="text"/>
School	<input type="text"/>	Year	<input type="text"/>	Duration of absence	<input type="text"/>

Headteachers, please return the completed form to the Pupil Tracking and Licensing Officer,
Learning Access Service, 5th Floor, 10 Duke Street, Blackburn, BB2 1DH