



## Leave Request Form

If parents take their children out of school without first seeking the school's permission, or take their children out after permission has been denied, they could receive a penalty notice fine of £60 per parent per child. A family of two parents and two children would receive a fine of £240. Parents have 21 days to pay the fine. If the fine is not paid within this period the fine doubles to £120 per parent per child and has to be paid within 7 days. Failure to pay the fine at all will result in Bradford Children's Services taking the matter before the Magistrates Court where they could be fined up to £1,000.

<i>For school use only:</i>	<i>Date leave request form received and by whom?</i>		<i>Child's current attendance %</i>	
<b>Name of Children:</b>				
	<b>First Name</b>	<b>Surname</b>	<b>Class</b>	<b>Date of birth</b>
<b>First day/date of absence:</b>				
		<b>Date due back in school:</b>		
<b>Length of absence applied for (number of school days only):</b>			days	
<b>Destination</b>				
<b>Contact Details of parent/carer who will be accompanying the child during the absence</b>				
<b>First name:</b>		<b>First name:</b>		
<b>Surname:</b>		<b>Surname:</b>		
<b>Relationship to child:</b>		<b>Relationship to child:</b>		
<b>Address:</b>		<b>Address:</b>		
<b>Postcode:</b>		<b>Postcode:</b>		
<b>Email:</b>		<b>Email:</b>		
<b>Home phone number: Mobile:</b>		<b>Home phone number: Mobile:</b>		
<b>Alternative number while away:</b>		<b>Alternative number while away:</b>		

Reason for absence including full explanation (use a separate sheet of paper if necessary) <b><i>The exceptional circumstances are...</i></b>	
If going on holiday, and travelling via public transport, please provide a copy of the holiday booking details e.g date/time of departure and return, flight number etc.	
Please provide details of any other leave requests, attendance issues or significant absences your child has had from school in the last 12 months.  <i>Please be aware, where families take two or more periods of unauthorised leave in a 12-month period, or when a period of four or more weeks of leave is taken, parents may be liable to receive a significantly higher fine (up to £2,500 per child, per parent) if found guilty, as well as receive a criminal record, which may be reportable to employers (for example, via a DBS Check).</i>	
UK Contact details (name, address and contact number of a relative or friend who we can make contact with if you do not return on the stated date)	
Please sign to confirm you understand that if you take your child(ren) out of school without school's permission or take your child(ren) out after permission has been denied, you could receive a penalty notice fine starting at £60 per parent per child.	<b>Signed:</b>  <b>Relationship to child:</b>  <b>Date :</b>

***Please pass completed leave request forms to the school office no later than 4 weeks before the requested dates of absence.***