



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, absences will be marked as unauthorised. Unauthorised absences are referred to Bradford Council who may issue a Penalty Notice in accordance with the Penalty Notice Code of Conduct. A Penalty Notice is a £160 fine issued to each parent of each child, but a discounted rate of £80 applies if the fine is paid within 21 days. If a penalty notice is issued due a second period of absence, there is no discounted rate, and £160 must be paid within 28 days.

In instances where the period of absence exceeds 20 school days, or if your child has already taken more than one leave of absence, Bradford Council may also pursue other legal options, such as a criminal prosecution at the Magistrates' Court.

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

Reason for absence including full explanation (use a separate sheet of paper if necessary) The exceptional circumstances are...	
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>A second period of absence may result in a penalty notice issued at a flat rate of £160. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This can include considering prosecution, or other attendance legal interventions.</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 £80 per parent per child.	Signed: Relationship to child: Date :

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

Appendix 5

<https://www.bradford.gov.uk/education-and-skills/school-support-services/attendance/>