



DARWEN ST JAMES' CE PRIMARY ACADEMY

REQUEST FOR DISCRETIONARY LEAVE OF ABSENCE DURING TERM TIME

If you wish to request discretionary leave of absence for your child, please complete this application form and return it to the Headteacher as soon as possible and in advance of making any travel arrangements. Please note that there is no entitlement in law for parents to take their children out of school during term time without first obtaining permission from school.

If you do take your child out of school 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 payment is made 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 payment is made after 21 days but within 28 days. Thank you.

A penalty notice may be issued if the level of your child's unauthorised absence is (or exceeds):
 10 sessions (5 days) per term, **or** 14 sessions (7 days) over two consecutive terms

NOT Acceptable requests	Examples of requests that MAY be acceptable
<ul style="list-style-type: none"> × Holidays/visiting relatives × Work commitments × Birthday treats × Visits abroad to visit a sick relative × Pilgrimages for children travelling with parents 	<ul style="list-style-type: none"> ? Death of an immediate family member e.g. a parent, sibling or grandparent ? Members of the armed forces who are returning from active service ? Emergency services personnel who are unable to take leave at certain times of the year ? A child or parent receiving medical treatment abroad ? A required religious pilgrimage such as Hajj

One form needs to be completed per child:

Child First Name	Child Surname	Year Group	
Parent(s)/Carer(s) Details:			
First Name		First Name	
Surname		Surname	
Relationship to Child		Relationship to Child	
Address		Address	
Contact Telephone		Contact Telephone	
Email Address		Email Address	

Request Details:					
Reason for Request					
Destination (City and Country)					
Date of Departure		Date Due back in School		Number of School Days Missed	
Emergency Contact in Blackburn with Darwen (inc contact number)					
Parent/Carer Signature			Date of Request:		

SCHOOL RESPONSE TO REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME:

Child's Attendance last academic year:	Child's Attendance this year:%
.....%	Sessions attended so far:...../.....
Has the child be granted any previous leave of absence? YES/NO (and if yes, when and for how long?)	
Has leave been authorised for the above dates: YES/NO	
Exceptional Circumstances Considered:	
If you decide to take your child out of school for this period without permission, you may be subject to a PENALTY NOTICE being issued by the Local Authority on your return.	
Headteacher's signature: Date:	