

APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE

Name of School St Silas CE Primary School DfE Number 889/3194 <sup>2014</sup>

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 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 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.

*EVERY SCHOOL DAY COUNTS, AND EVERY DAY IS IMPORTANT*

**PARENTS' SECTION**

Surname of child  First Name

Date of birth  Year Group  Male/Female

Surname of parent/carer 1  First Name

Surname of parent/carer 2  First Name

Relationship to child 1  2

Email address 1  2

Home address 1

Home address 2

Pupil's mobile  Parent's mobile 1  Parent's mobile 2

Reason for request

Destination (city and country)

Date of departure  Date due back in school

Emergency contact in Blackburn/Darwen (inc. tel)

Parent/Carer's signature  Date

**SCHOOL SECTION**

UPN

Date of meeting/conversation with parent/carer  Leave granted Yes  No

Exceptional circumstances

Head teacher's/Principal's signature  Date

Number and date(s) of previous applications granted