

## APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE

Name of School \_\_\_\_\_ DfE Number \_\_\_\_\_

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	<input style="width: 95%;" type="text"/>	First Name	<input style="width: 95%;" type="text"/>
Date of birth	<input style="width: 80%;" type="text"/>	Year Group	<input style="width: 80%;" type="text"/>
		Male/Female	<input style="width: 95%;" type="text"/>
Surname of parent/carer 1	<input style="width: 95%;" type="text"/>	First Name	<input style="width: 95%;" type="text"/>
Surname of parent/carer 2	<input style="width: 95%;" type="text"/>	First Name	<input style="width: 95%;" type="text"/>
Relationship to child	1 <input style="width: 80%;" type="text"/>	2 <input style="width: 80%;" type="text"/>	
Email address	1 <input style="width: 80%;" type="text"/>	2 <input style="width: 80%;" type="text"/>	
Home address	1 <input style="width: 95%;" type="text"/>		
Home address	2 <input style="width: 95%;" type="text"/>		
Pupil's mobile	<input style="width: 80%;" type="text"/>	Parent's mobile 1	<input style="width: 80%;" type="text"/>
		Parent's mobile 2	<input style="width: 80%;" type="text"/>
Reason for request	<input style="width: 95%;" type="text"/>		
Destination (city and country)	<input style="width: 95%;" type="text"/>		
Date of departure	<input style="width: 80%;" type="text"/>	Date due back in school	<input style="width: 80%;" type="text"/>
Emergency contact in Blackburn/Darwen (inc. tel)	<input style="width: 95%;" type="text"/>		
Parent/Carer's signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 80%;" type="text"/>

SCHOOL SECTION	UPN <input style="width: 95%;" type="text"/>
Date of meeting/conversation with parent/carer <input style="width: 80%;" type="text"/>	Leave granted Yes <input type="checkbox"/> No <input type="checkbox"/>
Exceptional circumstances	<input style="width: 95%;" type="text"/>
Head teacher's/Principal's signature <input style="width: 95%;" type="text"/>	Date <input style="width: 80%;" type="text"/>
Number and date(s) of previous applications granted	<input style="width: 95%;" type="text"/>

For absences of 10 days or more please forward this form prior to the child's departure to [CME@blackburn.gov.uk](mailto:CME@blackburn.gov.uk)