

| UPN | |
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Inclusion Team

APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE

| Name of School | | | DfE Number | | | | | | |
|------------------------------------|---|---|------------|-----------------------|---------------|-----------------------|----------------|-------------------|--|
| If you wish to request o | liscretionary leave | of absence for your chi | ild, plea | se complete | e this applic | ation form and retu | ırn it to the | Headteacher as | |
| soon as possible and in | advance of making | g any travel arrangemer | nts. Ple | ase note tha | at there is n | o entitlement in la | w for paren | ts to take their | |
| children out of school d | uring term time w | ithout first obtaining pe | ermissio | n from sch | ool. | | | | |
| _ | | hen a pupil needs to be | | | • | | • | | |
| | ce to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations Is maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances | | | | | | | | |
| :024 and schools maint ire: | ained by a local at | thority and special sch | oois no | maintaine | а ву а юсаі | authority must do | so. These ci | rcumstances | |
| Taking part in | | rmance or employment oval (BOPA). (For full d | | | | issued by a local au | thority or Ju | ustice of the | |
| - | interview: for entr pil normally lives v | y into another educatio vith. | onal inst | itution or fo | or future er | nployment where r | equested in | advance by a | |
| | - | ions, as agreed in adva | | - | | - | lease note t | his does not | |
| | | ns such as mocks as stu | - | | _ | | | | |
| normally lives | with and school a | time timetable: where t gree the pupil should to s when the pupil will be | empora | rily be educ | ated on a p | art-time basis for e | xceptional i | reasons and | |
| • | timetable) 18 | when the papir will be | e expect | eu to atten | u sciloui as | part or that timeta | bie. (i bi iui | i details please | |
| Exceptional circumstan | ces: All schools car | n grant a leave of absen | | - | | | | | |
| | | s are then expected to c | | | | | | | |
| | | nd context behind the r | | • • • | | | | • | |
| ength of the time the p | | | | | | | | | |
| | | ed or desire for a holida | | | | | | | |
| • | | ce should not be grante hout securing advance | | | | • | - | | |
| | | nder Section 444 of the | | | | | | | |
| ramework for penalty | | | | | | | | | |
| he first penalty notice | issued to a parent | in respect of a particula | lar pupil | will be cha | rged at £16 | 0 if paid within 28 o | days. This w | ill be reduced to | |
| E80 if paid within 21 da | • | | | | | | | | |
| | | e parent in respect of t | | | | | | | |
| | | the same parent in res third time (or subseque | - | | | | | | |
| | | ution, but may include o | | | - | | | | |
| | | CHOOL DAY COUNT | | | | | J | | |
| Child's First Name | Child's Su | rname | D.o.B | | | Year Group | Gender | | |
| | | | | | | | Male [| Female | |
| Parent (s) / Carer (s) | | | | | | | | | |
| First Name | | | | First Name | | | | | |
| Surname | | | | Surname | | | | | |
| Relationship to Child | | | | Relationship to Child | | | | | |
| Address | | | | Address | | | | | |
| Contact Telephone | | | | Contact Telephone | | | | | |
| Email Address | | | | · | | | | | |
| Email Address | | | | Email Address | | | | | |

| Request Details | Porquest Datails | | | | | | | | | |
|--|------------------|-----|------------------|--------|-----------------|------|--|------------------------------|--|--|
| Reason for Request | | | | | | | | | | |
| Destination (City & Coun | | | | | | | | | | |
| Date of Departure | | | Date due back in | School | | | | umber of missed hool days | | |
| Emergency contact in Blackburn with Darwen (inc. contact number) | | | | | | | | | | |
| Parent/Carer's Signature | | | Date Request | made | | | | | | |
| School Section | | | | | | | | | | |
| Date of meeting/convers parent/carer | ation with | L | | | eave Authorised | | | □ No | | |
| Exceptional circumstance | es conside | red | | | | | | | | |
| Head teacher's/Principal | 's signatur | re | | | | Date | | | | |

For absences of 10 days or more please forward this form prior to the child's departure to $\underline{education.welfare@blackburn.gov.uk}$