



City of Bradford MDC

www.bradford.gov.uk

LEAVE of ABSENCE FROM SCHOOL

Full attendance is vital for your child's educational progress and well being .Attendance at school is a child's legal entitlement and the parents' legal responsibility. Delius and Bradford Council expects all parents/guardians to ensure their children attend school whenever possible. Records of all absences, authorized or unauthorised are legally required to be kept in school and are reported at least annually on a child's Annual Review of their Statement of Special Educational Needs, and in returns to OFSTED, the Department of Education and the Local Authority. Bradford Council and Delius' policy is only to grant absence in the most exceptional of circumstances. Leave of absence without permission has to be recorded as unauthorised absence.

Prolonged and /or unauthorized absence or a late return can be considered a safeguarding concern. This has to be reported to other agencies such as Police, Health, Educational Social Workers, Children's Social Care, and other schools. It could also result in reporting your child as a **Child Missing Education**; a fixed penalty Notice of £60 (per parent, per child), and £120 if not paid with 21 days and the loss of your child's place at school.

Last Name of child	First Name	DOB	Address of child and Telephone numbers
Last name of parent/guardian	First name of parent/guardian	Signature of parent	
Reason for absence. Why is it a most exceptional circumstance?			
Length of absence applied for (number of school days)	Date of departure	Date due back in school	Have any arrangements been made?
Destination and Address and telephone/email address of destination		Two Emergency telephone contacts :Name and number	
		In Bradford district	
		Out of Bradford	
How will you support the education of your child while not at school?			
What is your child's attendance record like? Will they still reach 94.7% attendance if this absence is granted?			

SCHOOL'S SECTION

Date of meeting with parent/s	SLT /Gov present	Headteacher's /SLT Signature				
Extended leave	Approved for		School days (maximum 10 school days)			
	Not approved for		School days			
Ethnic origin of child	White		Pakistani	Bangladeshi	Indian	
Chinese	Black-Caribbean		Black-African	Black-other	Other	
Gender of child	Female	Male				
Number of previous applications granted and no of days		Dates and days off school				
Please give details						
Reason for refusing /authorizing Leave of absence						

Please retain for school records.

Please Retain for School Records

In the event of the child not returning within 10 schools days of the agreed return date and no satisfactory explanation has been provide for the none return the child can be removed from the school register. A Children Missing Education referral should be made to the Education Social Work Service who will require a copy of this form. For further information please see Bradford Council Leave of Absence, Holidays in Term Time and Extended Leave of Absence – Guidance for Schools or Children Missing Education 'If A Child Goes Missing'.