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Hothfield Site

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Silsden
Primary School

Application for leave of absence in exceptional circumstances during term time

In September 2013, the government changed the regulations for all schools in relation to authorising pupils' leave of absence during term time. Regulations now state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in **exceptional circumstances**.

Taking pupils on leave during term time interrupts learning and can disrupt educational progress. Every day counts at school and therefore serious consideration should be given to any application for leave of absence.

If parents feel there are exceptional circumstances, they should outline these circumstances on the attached form or arrange to discuss with the headteacher.

Leave will not be granted on the basis of attendance record, academic performance or the experience being offered and the ability to access a reduced cost holiday does not constitute an exceptional circumstance.

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a **penalty notice, issued by Bradford Council of £60 if paid within 21 days or £120 if paid within 28 days**. Penalties are applied by the local authority and as such are not at the discretion of the Headteacher. If a penalty notice is not paid, the matter may be taken to prosecution in the Magistrates Court.

If you still wish to apply for leave of absence for your child then please complete the attached form, stating the exceptional circumstances which make the leave during term time necessary.

Applications should be completed at least 2 weeks before the leave of absence begins.



Silsden
Primary School

City of Bradford MDC

www.bradford.gov.uk

SILSDEN PRIMARY SCHOOL LEAVE OF ABSENCE APPLICATION FORM

One application should be completed for all children in the family who attend Silsden Primary School.

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Bradford Council expects all parents/guardians to ensure that their children attend school whenever possible. Absences due to holidays, taken during term time can seriously impact on a pupil's academic attainment. The law states that head teachers can **only authorise leave of absence in exceptional circumstances.**

If your child's leave of absence is not authorised or your child fails to return on the agreed date, then you could be subject to a Penalty Fine of £60 (per parent, per child) being issued by Bradford.

If you wish to apply for leave of absence for your child, please complete this form and return it to school at least two weeks before the intended departure clearly stating the exceptional circumstances that mean the absence from school is unavoidable.

PARENTS SECTION

Surname of child / children		First name / names	
Dates of birth		Class / classes	
Surname of parent/guardian		First name of parent/guardian	
Address of children		Telephone number	
		Has leave for siblings at secondary school been requested?	
Reason for leave of absence			
Length of absence applied for (number of school days)		Destination	
Date of departure		Date due back in school	
Exceptional Circumstances Please arrange to meet with the Headteacher if you would prefer to discuss exceptional circumstances	(NB: Cost and convenience of holiday are not considered to be exceptional circumstances)		
Parent's/guardian's signature		Date	

SCHOOL SECTION

Previous applications requested		Attendance this year/ last year	This Year	Last Year
Days authorised		Days not authorised		
Head Teacher's comments				
Head Teacher's signature		Date		