

**Application for absence from school.**

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child’s educational progress. Education Bradford expects all parents / guardians to ensure that their children attend school whenever possible. Absences due to holidays, taken during term time, could hinder academic attainment and will only be granted by the Head teacher due to exceptional circumstances.

If you wish to apply for your child to be absent from school, please complete and return this form to school at least two weeks before the intended leave of absence date. You will be notified in writing if your request has been authorised.

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| **Surname of Child** |  | | **First Name** |  |
| **Date of Birth** |  | | **Class** |  |
| **Reason for Absence** |  | | | |
| **Length of absence applied for**  **(number of school days)** | |  | | |
| **Date of departure** |  | | **Date due back in school** |  |
| **Parent / guardian signature** | | |  | |
| **Authorised by head teacher** | | | **Yes / No** | |

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| **Child’s Name** |  | **Class** |
| **Leave of Absence authorised** | **Yes / No** | |
| **Headteacher’s signature** |  | |
| **Date** |  | |