

## APPLICATION FOR ALL HOLIDAY ABSENCE FROM SCHOOL

 Name of School: **HAWORTH PRIMARY SCHOOL**

 DfES No.: **2121**

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. Education Bradford policy allows for a maximum of 10 days holiday (H) at the discretion of the Headteacher. Extended Leave (F) of longer than 10 days will only be granted in exceptional circumstances by the Headteacher. Family holidays without permission (G) are unauthorised absences.

**Failure to return your child to school could result in unauthorised absence recorded against your child which may lead to a Fixed Penalty Notice being issued, this being £50 (per parent, per child).**

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure. Thank you.

### PARENTS SECTION (to be completed first)

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name of parent/guardian	
Address of child			
Postcode		Telephone number	
Reason for absence			
Length of absence applied for (number of school days)		Destination	
Date of departure		Date due back in school	
Emergency telephone contact in the Bradford district			
Parent's/guardian's signature			

### SCHOOLS SECTION

Date of meeting with parent/s		Headteacher's signature	
Extended leave	Approved for		School days (Education Bradford maximum 10 school days)
	Not approved for		School days
Ethnic origin of child	White	Pakistani	Bangladeshi
Chinese	Black-Caribbean	Black-African	Black-other
Gender of child	Female	Male	
Number of previous applications granted			
Please give details			

**Please return this form to Barbara Lawrie, Principal Education Social Worker, Education Bradford, Future House, Bolling Road, Bradford, BD4 7EB and retain a copy in school. If the child is removed from roll a referral must be made to the Education Social Work Service.**

## School Information

### Attendance Codes – Description and Meanings

Code	Description	Meaning
F	Extended family holiday (agreed)	Authorised Absence
G	Family holiday ( <b>NOT</b> agreed <b>or</b> days in excess of agreement)	Unauthorised Absence
H	Family holiday (agreed)	Authorised Absence

### Children Removed from Roll having failed to return from Family Holiday

The Education Bradford policy on Holidays in Term Time and Extended Leave from School states that Headteacher's may grant up to 10 days absence for the purpose of family holidays. Extended Leave is anytime longer than the suggested 10 days and should only be granted in exceptional circumstances.

It is agreed Education Bradford policy that if a child fails to return from a family holiday or extended leave within 10 school days of the agreed return date that the child is removed from the roll of the school.

Prior to removal from roll the school should attempt to make contact with the family or extended family members to establish the reasons for non return. If there is no good reason for the non return then school should write to the family informing them that their child has been removed from the roll of the school.

**A referral should be made to the Education Social Work Service who will also attempt to make contact with the family by visiting the last known address at regular intervals.**

Following the families return to this country, they are likely to approach you to re-admit their child. This may or may not be possible due to the size of your roll.

***In either circumstance please inform your Education Social Worker.***

For further information please refer to Children Missing Education – Guidance for Schools.