Children's Service and
Education Directorate

Inclusion Team

UPN	

APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE

Name of School _____ **DfE Number** _____

If you wish to request discretionary leave of absence for your child, please complete this application form and return it to the Headteacher as soon as possible and in advance of making any travel arrangements. Please note that there is no entitlement in law for parents to take their children out of school during term time without first obtaining permission from school.

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- **Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)**
- **Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.**
- **Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.**
- **A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable) 18**

Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

If you do take your child out of school without securing advance permission or he/she fails to return to school on the agreed due date, you are likely to be issued with a Penalty Notice under Section 444 of the Education Act 1996. Fines will be issued in accordance with the National framework for penalty notices and the local code of conduct.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

EVERY SCHOOL DAY COUNTS, AND EVERY DAY IS IMPORTANT

Child's First Name	Child's Surname	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	

Request Details					
Reason for Request					
Destination (City & Country)					
Date of Departure		**Date due back in School**		**Number of missed school days**	
Emergency contact in Blackburn with Darwen (inc. contact number)					
Parent/Carer's Signature			**Date Request made**		

School Section			
Date of meeting/conversation with parent/carer		**Leave Authorised**	**Yes** ☐ **No** ☐
Exceptional circumstances considered			
Head teacher's/Principal's signature		**Date**	

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