Children's Service and
Education Directorate

Inclusion and Place Planning 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.

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. If payment is made within 21 days of receiving a penalty notice, the amount is £60 per parent, per child. The fine increases to £120 per parent, per child if payment is made after 21 days but within 28 days. Thank you.

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