



**APPLICATION FOR LEAVE OF ABSENCE**

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

**For your information.**

**Leave of Absence will not be authorised. See the Attendance Policy on the website. Taking 'Leave of Absence' without the school's permission will result in you being issued with a Penalty Notice of £60 per parent, per child. In the event your child does not return to school within 10 school days and no satisfactory explanation has been provided, your child can be removed from the school roll. A 'Child Missing Education' referral will be made to the Local Authority for further action.**

Absences from school may automatically generate safeguarding enquiries.

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Beckfoot School expects all parents/carers to ensure that their children attend school whenever possible. Absences during term time can seriously impact on a pupil's academic attainment.

For further information please contact The Attendance Office on 01274 771444 extension 490 or 489.

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**To be completed by Parents/Guardians and returned to the Attendance Office.**

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| <b>Surname of Child</b>   |  | <b>First Name of Child</b>             |  |
| <b>Date of Birth</b>  |  | <b>Tutor Group</b>                     |  |
| <b>Full Name of Parent/Guardian</b>                                       |  |  |  |
| <b>Full Postal Address of Child including Post Code</b>                   |  |  |  |
| <b>Reason for Absence/Travel</b>  |  |  |  |
| <b>Number of School Days Required for Absence</b>                         |  | <b>Destination</b>                     |  |
| <b>Date of Departure</b>  |  | <b>Date due back in School (or UK)</b> |  |
| <b>Details of accommodation (including telephone numbers) and flights</b> |  |  |  |
| <b>Emergency contact numbers</b>  |  |  |  |
| <b>Parent/Guardian Signature</b>  |  | <b>Date</b>                            |  |