



# Brodetsky Primary School

## Application for Absence in Term Time (Not Extended Leave Application Form)

Parents wishing to apply for their child to have leave from school during term time should complete this form and return it to school for authorisation. However, please note that, from September 2013, the law was changed and Head Teachers may not now grant any leave at all during term time, apart from in exceptional circumstances.

Please note that additional work is not set for pupils who are taken out of school during term time.

### PARENTS SECTION (to be completed first)

<b>Surname of child</b>				<b>First name</b>	
<b>Date of birth</b>		<b>Class</b>			
<b>Surname of parent/guardian</b>				<b>First name</b>	
<b>Address of child</b>					
<b>Postcode</b>			<b>Telephone number</b>		
<b>Reason for Absence</b>					
<b>Dates of proposed absence</b>		<b>From</b>		<b>To</b>	
<b>Total number of school days</b>					
<b>Parent's/Guardian's signature</b>					

### SCHOOL SECTION (to be completed by administrator)

<b>Holiday in term time</b>	(i) <b>approved</b> <input type="checkbox"/> school days	<b>Leeds City Council's policy states that more than 5 days unauthorised absences in any one term may result in the issuing of a Fixed Penalty Notice.</b>	
	(ii) <b>not approved</b> <input type="checkbox"/> school days		
<b>Date of meeting with parent</b>			
<b>Headteacher's signature</b>			
<input type="checkbox"/> WB White British	<input type="checkbox"/> MC Mixed White/Black Caribbean	<input type="checkbox"/> AK British/Asian Kashmiri	<input type="checkbox"/> CC Chinese
<input type="checkbox"/> WI White Irish	<input type="checkbox"/> MO Mixed Other	<input type="checkbox"/> AO British/Asian Other	<input type="checkbox"/> CO Other Ethnic Group
<input type="checkbox"/> WO White Other	<input type="checkbox"/> AB British/Asian Bangladeshi	<input type="checkbox"/> BC British/Black Caribbean	<input type="checkbox"/> Traveller
<input type="checkbox"/> MF Mixed White & Black African	<input type="checkbox"/> AI British/Asian Indian	<input type="checkbox"/> BF British/Black African	<input type="checkbox"/> Traveller - Irish Heritage
<input type="checkbox"/> MA Mixed White & Asian	<input type="checkbox"/> AP British/Asian Pakistani	<input type="checkbox"/> BO British/Black Other	<input type="checkbox"/> Traveller - Gypsy/ Romas
<b>Gender of child</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<b>UPN</b>
<b>Number of previous applications granted?</b>			

**Please return a copy of this form to the parent after consideration.**