



LEAVE OF ABSENCE REQUEST FORM

Please note – The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers should not grant approval for any leave of absence during term-time including holidays, unless there are exceptional circumstances.

Name of child(ren) _____	Form Group _____
_____	_____
_____	_____
_____	_____

Child's Address _____

Name of Applicant(s) and Address (if different) _____

I/We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates:

From _____

To _____

Total number of days our child(ren) will be absent from school:

Please supply as much detail as possible - the reason for your request and why you feel the circumstances are exceptional. Please include the names of any adult(s) who will be with your child(ren) during their absence from school.

Continue on a separate sheet if necessary

Signed (both parents/carers if applicable):

Sign here (parent/carer 1)

Sign here (parent/carer 2)

Date _____

Date _____

Please return this form to Student Services AT LEAST 2 weeks before the first date of absence.
IF THIS REQUEST IS FOR A FAMILY HOLIDAY, PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.

School Attendance

It is clearly in the best interests of every student that they attend school regularly and hence we have a very high expectation of students' rate of attendance. It is a parental responsibility to ensure that students are at school on time, properly dressed and equipped, and in a fit condition to learn. However, there may be very good reasons why your child cannot attend and we would ask you to inform the school immediately should this situation arise.

If your son or daughter is ill, you are asked to contact the school by phone, but also to provide a note when they return to school. Provided that the reason for absence falls within the regulations set down by the Department for Education, the absence will be recorded as 'authorised'. Absence that falls outside these regulations, or is not supported by a note, is deemed to be 'unauthorised' and will be recorded as such.

If an illness is likely to involve an absence for a more prolonged period then you are at liberty to ask for work to be sent home. This is especially important in years of major public examinations. For such students every effort will be made to help them catch up on work missed.

The Department for Education have made amendments to the regulations with regard to school attendance. Previously, Headteachers were allowed to grant leave of absence during term time of up to 10 school days if the leave of absence application met the criteria set out by the Department for Education.

Since 1st September 2013, this has no longer been the case. Under new regulations, schools are no longer allowed to authorise leave of absence for family holidays. Headteachers may not grant any leave of absence for students during term time unless there are exceptional circumstances.

Any leave of absence taken without authorisation will be recorded as unauthorised absence and may be referred to Derbyshire's Education Welfare Service.

Overall, attendance at the school is very good and we aim to work with all parents to ensure that it remains consistently high. Please be aware that rates of attendance are automatically requested by all potential employers and Further Education providers.