



Leave of Absence Request Form

Please use one form per child.

Important Information for Parents / Carers.

In September 2013 the Education Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Exceptional circumstances include, religious observances that are outside of the normal Derbyshire school holiday times.

Name of Child.....

Date of Birth:/...../.....

Class:

Dates of absence: From:/...../..... To:/...../..... Number of school days:

Reason for request:

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Parent's Full Name:

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Address:.....

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Postcode:

Parent's Full Name:

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Address:.....

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Postcode:.....

All parents that have parental responsibility must be included on the form.

Consequences for parents taking their children on holiday in term time that are not authorised may result in a Penalty Notice of £60 per parent, per child, being issued by the Local Authority.

Parents who do not live with the child but have parental responsibility will also receive a fine.

For School Use Only

Leave Authorised? Yes/No

Signed..... (Head Teacher) Date:/...../.....

Parent to informed by letter.