



DERBY CITY COUNCIL

# APPLICATION FOR LEAVE OF ABSENCE

## Important Information For Parents/Carers

The Minister for Education has recently announced that from 1<sup>st</sup> September 2013 - Schools, Academies and Free Schools can no longer grant leave of absence during term time unless there are explicit exceptional circumstances

I wish to apply for leave of absence from school to be granted to:

Name of child: ..... Class/ Form Group: .....

Dates of proposed absence: From: ..... To: .....

Reason for Proposed Exceptional Circumstances

.....  
.....  
.....  
.....

Total days requested: ..... Date of Request.....

Parent(s) full Name(s) ..... Date of Birth .....

..... Date of Birth .....

Address: .....

Signature of Parent/Carer.....

Signature of Parent/Carer.....

**Consequences for parents taking children on holiday in term time which are not authorised by the school *MAY* result in a Penalty Notice of £60 per parent per child being issued by the Local Authority**

			<u>For School Use Only</u>
Attendance %	<input type="checkbox"/>		
Interview Offered to Parent/Carer?	Yes/No		Date: .....
Authorised?	Yes/No .....	Head Teacher	Date .....
Parent informed by letter?	Yes/No		Date: .....