

# Leave of Absence Request Form



Please note - In September 2013 the Education (pupil Registration) (England) (amendment) 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. Derbyshire County Council will consider the issue of a penalty notice for any period of holiday absence which has not been authorised by the headteacher regardless of a child's wider school attendance.

Child's name: .....

Class: .....

Child's Address.....

.....

Name of Applicant(s) and address (if different).....

.....

The dates of the proposed absence from school are:

from: ..... to.....[inclusive]

Total number of school days requested .....

The reason for making this request during term time is fully explained as follows :-  
(Provide details and reason here explaining why the absence is 'exceptional')

I have enclosed a copy of a relevant document to support my request e.g. a letter of special invitation

I understand that absence will only be authorised for exceptional and unavoidable circumstances and that holidays will not be authorised.

Parent/carers name: .....

Signature: .....

Date: .....

For School use: Date received:  
Attendance %:

Has been authorised / Has not been authorised

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Headteacher