



DERBY CITY COUNCIL

APPLICATION FOR LEAVE OF ABSENCE

Important Information For Parents/Carers

The Minister for Education has recently announced that from 1st 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:

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:	