



DERBY CITY COUNCIL

APPLICATION FOR LEAVE OF ABSENCE

Important Information For Parents/Carers

- **There is no automatic right to absence for a family holiday.**
- Requests for leave of absence should be sent to the school **no less than** 4 weeks prior to the start of the period of absence.
- Authorisation during SATs, GCSEs (including Mock Exams) and in the **first half term** of any new school placement **cannot** be granted
- Any requests for extended leave will result in an interview with a senior member of staff to look at options for ensuring continuity of education
- Any leave taken without filling in a request form or entering a late request form will be unauthorised

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 Absence (please tick the appropriate box)

(a) Unexpected special family circumstances
(please make an appointment to see a member of staff to discuss)

(b) Request for Extended Leave due to special circumstances
(please make an appointment to see the Head Teacher)

Total days requested:

Total days taken previously this academic year:

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

..... Date of Birth

Address:

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 being issued by the Local Authority

For School Use Only

Previous Holiday Checked?	Yes/No	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:	