



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: .....

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: ..... |