



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

For School Use Only

Attendance %

Interview Offered to Parent/Carer?

Yes/No

Date:

Authorised? Yes/No

Head Teacher

Date

Parent informed by letter?

Yes/No

Date: