



Chellaston Academy

Learning Excellence Integrity

APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL

Please note: We are not legally allowed to authorise absence for holidays, unless there are exceptional circumstances for the absence.

Chellaston Academy and the Local Education Authority expects all parents / carers to ensure that their children attend school. We report all absences to the Education Welfare Service, Derby City Council who may issue a penalty notice fine.

Furthermore, research suggests that children who are taken out of school during term time may never catch up on the learning that they miss. This may affect their examination results.

If you do wish to apply for your child's absence from school, please complete this form and return it to the Academy **AT LEAST FOUR WEEKS BEFORE THE DATE** of absence.

When deciding whether to authorise a child's absence for term time leave, the Academy will consider:

1. The child's previous and current attendance history
2. The year group of the child
3. The stage of the child's education
4. The time of year (examination season or revision periods)
5. The nature of the trip (is it exceptional?)

Full Name of Student: **Form:**

First Day of Absence:

Last Day of Absence:

Date of Return:

Reason for Absence: (please give full details below)

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Signature of Parent:

Date:

This form must be forwarded to Sharan Bola, Attendance Officer as soon as possible

Office use: Date received:

Processed: GO4S / Logged / Letter Home

Authorised/unauthorised by Mr R Metters Attendance %

Absence Code: **C G J M P R W H O**