

# CHELLASTON ACADEMY

Swarkestone Road, Chellaston, Derby, DE73 5UB  
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Web: www.chellaston.derby.sch.uk  
Proud Executive Headteacher: Mr P Smith



## APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL (YEAR 7-13)

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.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

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 4 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?)

Student Full Name: ..... Form: .....

Absence from ..... to .....

Date of return .....

Please consider leave of absence for the following **Exceptional Circumstances**:

Supporting Evidence Attached (Please tick)

Signature of Parent: ..... Date: .....

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

Office use: Date received: ..... Authorised/unauthorised by Mr P Smith Attendance %

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