

Swarkestone Road, Chellaston, Derby, DE73 5UB  
Tel: 01332 702 502 Email: [contactus@chellaston.derby.sch.uk](mailto:contactus@chellaston.derby.sch.uk)  
Web: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk)  
Proud Executive Headteacher: Mr P Smith



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

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.

When deciding whether to authorise a child's absence for term time leave, the Academy will consider: The nature of the trip (is it exceptional?)

Date of return to school .....

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

[illegible]

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

**This form must be either handed to Sharan Bola, Attendance Officer or emailed to [s.bola@chellaston.derby.sch.uk](mailto:s.bola@chellaston.derby.sch.uk)**

|              |                |  |
|--------------|----------------|--|
| Office use:  | Date received: | Authorised or Unauthorised   |
| Attendance % |                | Mr P Smith (Headteacher)<br>Processed: GO4S / Logged / Letter Home |