CHELLASTON ACADEMY

Swarkestone Road, Chellaston, Derby, DE73 5UB

Tel: 01332 702 502 Email: contactus@chellaston.derby.sch.uk 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.

Years 7 to 11—Chellaston Academy and the Local Education Authority expects all parents / carers to ensure that their children attend school We report all absences to the Inclusion and Attendance 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: The nature of the trip (is it exceptional?)

Student Full Name:	Year Group:	
Absence dates from	to	
Date of return to school		
Please consider leave of absence for the following Exceptional Circumstances:		
Supporting Evidence Attached (Please	tick)	
Signature of Parent:	Date:	
This form must be either handed to Sharan Bola, Attendance Officer or emailed to s.bola@chellaston.derby.sch.uk		

Office use: Date received: Authorised or Unauthorised

Mr P Smith (Headteacher)

Attendance % Processed: GO4S / Logged / Letter Home