

CHELLASTON ACADEMY

Swarkestone Road, Chellaston, Derby, DE73 5UB
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Web: www.chellaston.derby.sch.uk



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: Form:

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 Ms Bola, our Attendance Officer or emailed to s.bola@chellaston.derby.sch.uk

Office use:	Date received:	Authorised or Unauthorised Head of School/Headteacher	
Attendance	%	Processed: Arbor / Logged / Letter Home	