



DERBY CITY COUNCIL

# APPLICATION FOR LEAVE OF ABSENCE

## Important Information For Parents/Carers

Please refer to the School Attendance Policy when requesting Leave of Absence - Head teachers are no longer able to grant leave of absence unless there are explicit exceptional circumstances.

I wish to apply for leave of absence from school to be granted to:

Name of child: ..... Class/ Form Group: .....

Dates of proposed absence: From: ..... To: .....

Reason for Proposed Exceptional Circumstances & destination travelling to:

.....  
.....  
.....

Total days requested: .....

Parent(s) full Name(s) ..... Date of Birth .....

..... Date of Birth .....

Address: .....

Signature of Parent/Carer ..... Date of request .....

Signature of Parent/Carer ..... Date of request .....

**Consequences for parents taking children on Leave of Absence during term time which are NOT authorised by the school *MAY* result in a Penalty Notice of £120 *per parent per child* being issued by the Local Authority**

### For School Use Only

Attendance %

Interview Offered to Parent/Carer?

Yes/No

Date: .....

Authorised? Yes/No ..... Head Teacher

Date .....

Parent informed by letter?

Yes/No

Date: .....