



Broomfield Avenue,
Hasland,
Chesterfield,
S41 0LY

Tel: 01246 234250
Headteacher: Mr J M Stringer

If you would like this information in large print, in braille or CD, please contact the office

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REQUEST FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

PLEASE NOTE – In line with The Education (Pupil Registration) (England) (Amendment) Regulations 2013, we will only authorise a Leave of Absence in **exceptional circumstances**.

Exceptional circumstances would include family weddings, family funerals, prison visits, but **would not include 'normal family' holidays.**

Name of Child DOB...../...../..... Class.....

Name of Child DOB...../...../..... Class.....

Child's Address

.....

Name of Applicant(s) and Address (if different).....

.....

I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.

From..... To.....

Total number of days our child(ren) will be absent from school

Date request submitted.....

Do you have a child at Hasland Infant School?	Yes/ No	For School Use:
Do you have a child at Hasland Hall School	Yes/ No	Current attendance figure:
If you share parental responsibility and live apart, does the other parent know that you are requesting a Leave of Absence.	Yes/ No	Current levels of attainment compared to national expectations. Reading... ..Writing... ..Maths.....

Below, please give as much detail as you can as to why you feel you need to take your child out of school in term time. Please include the names of the adult(s) who will be with your child(ren) during their absence.





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Please provide any evidence you have to support your request.

Please note that this request will be considered by our Attendance Panel which consists of a School Governor, School Business Manager, Head Teacher and Deputy Head Teacher.

You will be informed of their decision as soon as possible.

If the Leave of Absence is not granted but you still decide to take your child out of school, the absence will be recorded as 'unauthorised', and should attendance fall **below 94%**

Parents/Carers will then be contacted by the Education Welfare Service who may decide to issue a penalty notice and/or court action.

Signed:

Date:

For School Use:
Leave of absence approved/denied

