

CHELLASTON JUNIOR SCHOOL PUPIL LEAVE OF ABSENCE FORM



The school aims to achieve good attendance by operating an attendance policy which is in line with the Local Authority, Derby City, within which staff, pupils, parents and the Education Welfare Service can work in partnership.

The Education (Pupil Registration) (England) Regulations 2006 and amendments to the regulations which came into force on 1 September 2013, removed references to family holidays and extended leave as well as the national threshold of ten school days. The amendments make clear that Headteacher may not grant any leave of absence during term time unless 'exceptional circumstances' exists. The regulations also state that Headteachers should determine the number of school days a child can be away from school if leave is granted for 'exceptional circumstances'.

Leave of absence requests for the following reasons are **not** considered to be **special or exceptional**:

- Availability of cheap holidays and cheap travel arrangements.
- Poor weather experienced in holiday periods
- Overlapping with beginning or end of term.

Parents needing leave of absence for exceptional circumstances should complete this form **at least two weeks before the anticipated start date.** The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

Please refer to the school's Attendance Policy which can be found at www.cjs.derby.sch.uk

Child's name	Child's Class	
Reason for your application (please provide a full explanation or we may have to ask for further information before a decision can be made):		
From:	To:	Total number of days:
Signature of parent/carer:		Date: