



# Appendix 2

## Chellaston Infant and Junior School

### REQUEST FOR LEAVE OF ABSENCE FORM

Please **complete all shaded boxes on this form**

Name of Child(ren)	Class

Parent/Carer 1 Name	Parent/carer address if different from child	Parent 1 Phone Number
Parent/Carer 2 Name	Parent/carer address if different from child	Parent 2 Phone Number

Date(s) of Proposed Absence	No. of school days missed
From..... To.....	

Please indicate the reasons for this absence. If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern (please see the attached – guide for parents before writing your reasons)

<p><b>Signature</b> of Parents/Carers with Legal Responsibility for the Child          (please use an electronic signature where possible – we will send this back to you for signing if not)</p>	Date	<b>If this request is for a term time holiday, I confirm that the holiday has been...</b>	
		booked	Not booked

Please return this form to school before any booking is made if this is for a holiday to be taken during term time



for office use only

Child(ren)'s name(s)

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Dates requested:

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	Authorised	Not Authorised	Subject to further information from parents
THIS ABSENCE REQUEST IS			
<b>Reasons</b> for the decision*			

	Name	Signed	Date
<b>Head Teacher</b>			

\* please refer to the 'Guide for Parents'

## EXCEPTIONAL CIRCUMSTANCES A GUIDE FOR PARENTS

**CHILDREN COME IN TO SCHOOL FOR 190 DAYS DURING THE SCHOOL YEAR. THIS LEAVES 175 DAYS FOR HOLIDAYS AND APPOINTMENTS.**

- Accredited exam
- Significant family bereavement i.e. Mother (Step), Father (Step), Principal Carer, Sibling or Grandparent(1 day)
- Significant family illness i.e. Mother (Step), Father (Step), Principal Carer, Sibling or Grandparent (1 day)
- Religious day
- Involvement in court proceedings (1 day)
- Other exceptional circumstances (1 day only for attendance of a close family wedding i.e. Parent, Grandparent, Sibling, 1<sup>st</sup> Aunty/Uncle)

**PARENTS/GUARDIANS MAY RECEIVE A PENALTY NOTICE PAYABLE UP TO £120 PER PARENT PER CHILD FOR UN-AUTHORISED LEAVE OF ABSENCE.**