



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	
Do you have a sibling?			
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)			
Signature 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)	Date	If this request is for a term time holiday, I confirm that the holiday has been...	
		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			
Reasons for the decision*			

	Name	Signed	Date
Head Teacher			

* 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, 1st Aunty/Uncle)

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