



Saint Mary's Catholic Voluntary Academy

Acting Executive Headteacher - Mr P Ackers
Acting Head of School - Mrs S Rudd

LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Please complete all sections		Year Group
Name of Child(ren)		
Child's Home Address		
Name of Applicant(s)		
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	

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Signed (both parents if applicable) _____ Date _____

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED



Saint Mary's Catholic Voluntary Academy
Gladstone Street, Glossop, SK13 8NE
01457 854473
info@st-marysrc.derbyshire.sch.uk
Company Number 7937154



**St Ralph
Sherwin**
Catholic Multi Academy Trust



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The Department for Education have made amendments to the regulations with regard to school attendance. Previously, Headteachers were allowed to grant leave of absence during term time of up to 10 school days if the leave of absence application met the criteria set out by the Department for Education.

Since 1st September 2013, this has no longer been the case. Under new regulations, schools are no longer allowed to authorise leave of absence for family holidays. Headteachers may not grant any leave of absence for students during term time unless there are exceptional circumstances. Any leave of absence taken without authorisation will be recorded as unauthorised absence and may be referred to Derbyshire's Education Welfare Service.

A referral to Derbyshire County Council may result in a penalty notice being issued for each child and to each parent/carer of the child. Each Penalty Notice will be £60 if paid within the first 21 days which will increase to £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice may result in Derbyshire County Council instigating legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

Please note that if you have already been issued with a penalty notice during the academic year, this may mean that a further penalty notice will not be issued but a referral will be made to instigate a full prosecution in the Magistrates Court.



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