

**DERBYSHIRE EDUCATION COMMITTEE**

To the Headteacher:

**APPLICATION BY PARENT FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL**

Child's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I wish to apply for my child to be absent from school for:

\* (i) Annual Holiday

From: \_\_\_\_\_ To: \_\_\_\_\_

\* (ii) An Extended Visit Overseas for family reasons:

From: \_\_\_\_\_ To: \_\_\_\_\_

\* (iii) Temporary Travel elsewhere in the U.K. for family reasons

From: \_\_\_\_\_ To: \_\_\_\_\_

\* (iv) Other, please specify:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I confirm that the above activity is essential and cannot take place outside school time.

Signed \_\_\_\_\_ (parent/guardian)

Date \_\_\_\_\_

\* Please delete as appropriate

**THIS FORM SHOULD BE SUBMITTED TO THE HEADTEACHER TWO WEEKS IN ADVANCE**

**SEE NOTES OVERLEAF**

**NOTES:**

- (i) **Annual holiday** – only in exceptional circumstances may leave be granted for over 2 weeks.
- (ii) **Extended Visit Overseas for family reasons** – leave may be granted for up to a term provided arrangements and date of expected return have been agreed with school beforehand.
- (iii) **Temporary Travel** elsewhere in UK for family reasons – leave may be granted for up to 4 weeks. For longer periods the child's name will be taken off roll since it is expected that he/she will be enrolled at a school in the new area/s.
- (iv) Other circumstances include:
  - (a) Participation in approved public performance.
  - (b) Interview for job/college.
  - (c) Exceptional family reasons eg hospital; funeral of close relative.

**SCHOOL WILL ONLY GIVE PERMISSION, HOWEVER, IN ANY OF THE ABOVE CIRCUMSTANCES IF IT CONSIDERS THAT (i) THE ACTIVITY CANNOT TAKE PLACE OUT OF SCHOOL TIME (ii) THE ABSENCE WILL NOT JEOPARDISE THE CHILD'S EDUCATION (iii) IT IS ESSENTIAL FOR THE CHILD'S OVERALL WELFARE.**