



## Student Leave of Absence for Exceptional Circumstances

Please use for all leave **other than medical and illness**. Email a signed and completed form directly to [attendance@johnport.derbyshire.sch.uk](mailto:attendance@johnport.derbyshire.sch.uk) or hand in at Student Reception. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Principals should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Student Name: ..... Form: .....

Absence from: ..... To: ..... (incl)

Please consider leave of absence for the following **Exceptional Circumstances**:

Supporting evidence attached - please tick  Use overleaf if necessary

**Parent/Guardian making the application** – Where leave is denied and you proceed to take your child out of school unauthorised absence will be recorded. This may result in a Penalty Notice.

Name: .....

Signature: ..... Date: .....

Email address and contact number: .....

Where no email address is available, a response will be forwarded to the home address.

**Separated Parent Details (if applicable)** – please note in such cases both parties are informed of School's decision. **Both parties may be subject to penalty.**

Name: .....

Is Separated Parent **in agreement** to application Yes/No (please delete as necessary)

Email address and contact number: .....

Where no email address is available, a response will be forwarded to the home address.

**Sibling at another School**: Yes/No Name of School: .....

**OFFICE USE ONLY**: Date request received: .....

Comment:

Request Approved Request Denied Signed: ..... Date: .....

Date parent notified: ..... Sep. parent notified: .....