

ENJOY LEARNING:  
EMBRACE CHALLENGE!



# South Darley C.E. Primary School

## 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.

Name of Child(ren) .....

..... Year Group .....

..... Year Group .....

..... Year Group .....

Childs Address

.....  
.....  
.....

Name of Applicant(s) and Address – if different to above

.....  
.....  
.....

**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 .....

**At South Darley we strive to be living as Children of Light (Ephesians 5:8), for if we walk in the light, as Jesus is in the light, we will have fellowship together. (1 John 1:7)**



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.***