

# Matlock Bath Holy Trinity CofE (VC) Primary School

Imagine, Believe, Achieve

## APPENDIX ONE: COPY OF LEAVE OF ABSENCE FORM



**PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM AND READ INFORMATION OVERLEAF: *The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application***

**Matlock Bath Holy Trinity CofE (VC) Primary School - APPLICATION BY PARENT/S FOR A CHILD'S LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES.**

### To the Headteacher

Name of Child..... Year Group .....

Name of both parents/carers .....

Address .....

.....

**I / We wish to apply for our child to be absent from school for EXCEPTIONAL CIRCUMSTANCES.**

Dates:

From..... To.....

Total number of days requested .....

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances (separate piece of paper is acceptable):

Signed (both Parents/ Carers if applicable)

.....

**Authorised / Unauthorised by: ..... Date: ...../...../.....**

**THIS FORM SHOULD BE SUBMITTED TO THE HEADTEACHER AT LEAST 2 WEEKS BEFORE THE DATE OF REQUESTED LEAVE.**