



# DRONFIELD HENRY FANSHAWE SCHOOL



## Leave of Absence Form

There is no automatic right for students to be granted authorised absences. Dronfield Henry Fanshawe School considers every request for leave of absence in relation to the context of the request, the individual student's attendance and educational attainment. Only the school can approve absence, not parents. Parents and carers need to be aware that absences from school can have a detrimental effect on student's progress and achievement in examinations.

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

Name(s) of Student(s) <i>Please include all siblings on one form</i> Name: .....Mentor Group.....  Name: .....Mentor Group.....  Name: .....Mentor Group.....	
Address.....  .....	
Leave of Absence Request from ..... To .....  Total number of days student(s) will be absent from school .....	
Please supply in as much detail as possible the reason for your request and why you feel there are <b>exceptional circumstances</b> . Please include the names of the adult(s) who will be with your child(ren) during their absence from school. ..... ..... ..... ..... ..... .....	
Name of Parent/Carer..... Name of Parent/Carer .....	
Signature:  Signature:	Date:  Date:

Leave of absences which have not been agreed will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

**Please return this form to reception at least one month before the date of the proposed absence.**