



# Chellaston Academy

Learning

Excellence

Integrity

## APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL, OTHER THAN FOR HOLIDAYS

**Please note:**

We are not legally allowed to authorise absence for holidays. These will be logged as unauthorised absence.

Chellaston Academy and the Local Education Authority expects all parents / carers to ensure that their children attend school whenever possible.

Furthermore, research suggests that children who are taken out of school during term time may never catch up on the coursework they miss. This may affect their examination results.

If you do wish to apply for your child to be absent from school, please complete this form and return it to the Academy **at least three weeks before the date** of absence.

When deciding whether to authorise a child's absence for term time leave, the Academy will consider:

1. The child's previous attendance history
2. The year group of the child
3. The stage of the child's education
4. The time of year (examination season or revision periods)
5. The nature of the trip (is it exceptional?).

**Full Name of Child:** ..... **Form:** .....

**First Day of Absence:** .....

**Last Day of Absence:** .....

**Date of Return:** .....

**Reason for Absence: (please give full details below)**

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**Signature of Parent:** .....

**Date:** .....

**This form must be forwarded to Ms C Walker as soon as possible.**

Office use: Date received:

Authorised/unauthorised by Ms C Walker

Processed: SIMs / Logged / Letter Home

Absence Code: **C G J M P R W**