

Hasland Infant And Nursery School



We All SMILE

Hasland Infant School
Eyre Street East
Hasland
Chesterfield
Derbyshire
S41 0PE

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Mrs Charlotte Lavender
Headteacher

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Request for Leave of Absence in Exceptional Circumstances

Please note that from September 2013, we will only authorise Leave of Absence in **exceptional circumstances.**

Exceptional circumstances would include family weddings, family funerals, prison visits, but would not include 'normal family' holidays.

Please complete the following and if possible, return to school at least two weeks before the anticipated start date.

Applications should be made before the leave is arranged as absences will not be granted retrospectively.

Name of pupil:		Date of Birth:	
		Class:	
Address:			
Leave of Absence requested for: (please state reason)		Leave of absence requested from: Please specify first day of absence	Leave of absence requested until: Please specify the first date back in school
Total number of days of absence requested:			
Name of parent/carer:		Date request submitted:	
Do you have a child at Hasland Junior School?	Yes / No	For school use:	
Do you have a child at Hasland Hall School?	Yes / No	Current attendance figure:	
If you share parental responsibility and live apart, does the other parent know that you are requesting Leave of Absence?	Yes / No	Current levels of attainment compared to national expectations. Reading: Writing: Maths:	

Hasland Infant School is committed to safeguarding and promoting the welfare of children.

Please give as much detail as you can as to why you feel you need to take your child out of school in term time.

You will be informed of our decision as soon as possible.

Please note that if Leave of Absence is not granted but you still decide to take your child out of school, the absence will be recorded as 'unauthorised' and will be monitored for further action by the Education Welfare Service. Please note also that Parents / Carers could be issued with a fixed penalty notice and / or court action.

Signed:		Date:	
For school use.			
Leave of absence approved / denied		Signed:	