REPTON PRIMARY SCHOOL
Springfield Road, Repton, Derbyshire DE65 6GN
Telephone: 01283 703732
Email: info@repton-pri.derbyshire.sch.uk
Headteacher: Mr S Tague

Leave of Absence Request

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.

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)……

……

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 ……..

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.

Continue over page if required

Signed (both parents if applicable) **Date** ……

Signed:…… **Signed:……**

Tel: No…… **Tel No……**

Email…… **Email……**

HT Sign	***Date***	***Authorised***	***Unauthorised***