

**REQUEST FOR EXCEPTIONAL TERM TIME LEAVE****To be submitted to the Principal 4 school weeks before the dates of leave requested**

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. Unauthorised absence, for example, taking holiday during term time, may result in fixed penalty notice issued by Derbyshire County Council. The fine is £120 per parent, per child and per period of absence, payable within 28 days, or £60 if paid within 21 days.

Student's name:	Year group:  Tutor:	Home address:		
Sibling name:	Tutor/school:	Parent/carer name:  Contact number:  E-mail:		
Sibling name:	Tutor/school:	Parent/carer name:  Contact number:  E-mail:		
As the parent/carers of the above child(ren), we request exceptional term time leave for the following period:				
First day of absence from school:	Last day of absence from school:	Number of school days absent:		
Reasons for absence:				
Date completed by parent/carer:		Signature of parent/carer:		
<b>FOR COLLEGE USE ONLY</b>				
Date received in College:	Date of College decision:	Date letter of confirmation sent or e-mailed:		
Authorised: Y or N	Code:	Penalty: Y or N	Register?	Bulletin?