



Alfreton Park, Wingfield Road
Alfreton, Derbyshire, DE55 7AL

Phone: 01773 483330

E-mail: info@alfretonpark.derbyshire.sch.uk

Web: www.alfretonpark.derbyshire.sch.uk

Headteacher: Mrs J O'Donnell

PUPIL LEAVE OF ABSENCE REQUEST FORM FOR EXCEPTIONAL CIRCUMSTANCES

Please note that from September 2013 Headteachers are not permitted to authorise any leave of absence for pupils unless there are exceptional circumstances. Alfreton Park School considers all requests for leave of absence on an individual basis and in relation to the individual pupil's attendance and educational attainment.

Name of Pupil:	Date of Birth:
	Class group:
Address:	
Dates requested: From: To..... Total No. of days requested:	
Exceptional circumstances that require leave during term time:	
Name of Parent/Carer:	
Signature:	Date:

Holiday absences that 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**.

FOR SCHOOL USE:

Attendance (%) to date this academic year:

Previous leave this academic year Yes / No Number of days:

Leave Authorised: Yes/No Arrange to meet with parent / carer. Yes / No

