



Springwell  
Community College

Grow and Achieve

Middlecroft Road  
Staveley  
Chesterfield  
Derbyshire: S43 3NQ  
Tel: 01246 473873

www.springwellcc.org  
Headteacher: Mr Ian Wingfield

## REQUEST FOR PERMISSION FOR LEAVE OF ABSENCE FROM COLLEGE

Name of Child(ren): ..... Year/Tutor: .....  
..... Year/Tutor: .....  
..... Year/Tutor: .....

Child's Address .....  
.....

Name of Applicant(s) and Address (if different) .....  
.....

I/We wish to apply for our child(ren) to be absent from college for **exceptional circumstances** on the following dates. **Dates of leave:**

From: ..... To: ..... (Inclusive)

Total number of days our child(ren) will be absent from the college: .....

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the name(s) of the adult(s) who will be with your child(ren) during their absence. **Please add details on a separate sheet if necessary.**

Name of Adult(s) .....  
.....

Details: .....  
.....

Signature of Parent(s)/Carer(s): ..... Date: .....  
..... Date: .....

In September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively. Parents/carers could be issued with a fixed penalty notice and/or court action, details on penalty notices are available from the college or via:

[https://www.derbyshire.gov.uk/education/schools/attendance behaviour welfare/parent responsibility/default.asp](https://www.derbyshire.gov.uk/education/schools/attendance%20behaviour%20welfare/parent%20responsibility/default.asp) **Continued overleaf** .....

**Please note:**

- All leave of absence is to be submitted at least two weeks prior to intended period of absence.
- The college may request parents/carers to provide evidence of the exceptional circumstance for taking leave of absence during term time.
- All requests for leave will be answered in writing.
- Leave of absence taken without prior agreement will be unauthorised; information surrounding the absence from college will be sent to the Local Education Authority for consideration of a penalty notice.
- You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of the Education Act 1996.
- The College may delete from roll a student who fails to return within 10 college days of the agreed return date unless there is a good reason for the continued absence, such as illness.
- Leave of absence will remain on the student's record and will be monitored for further action by the Education Welfare Service.

Springwell Community College asks that careful consideration is given before any request for leave is applied for.

The College recognises that high levels of attendance and punctuality are essential in meeting the outcomes of the Keeping Children Safe in Education agenda which are vitally important if students are to take full advantage of the full range of opportunities that the College offers and gain the appropriate skills that will equip them for life. The College also recognises the direct link between attendance and attainment and as such encourages high levels of attendance in order for students to fulfil their potential academically. Evidence shows that children with poor attendance are unlikely to succeed academically and are more likely not to be in education, training or employment (NEET) when they leave school.

For further details surrounding attendance please visit the college website, Attendance and Punctuality.

**All Leave of Absence Forms are to be returned to Reception for the attention of Mrs J Rodgers, Pastoral Administration Manager.**