



Cavendish Junior School
Leave of Absence Request Form

PLEASE NOTE – The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteachers 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 _____

Child(ren)'s 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 adult(s) who will be with your child(ren) during their absence from school.

Signed (both parents if applicable):

_____ Date _____
_____ Date _____

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

PRIVACY STATEMENT

This information will be used for the purpose of meeting the school's statutory responsibilities for the provision of education to children in accordance with the requirements of the Education Act 1996 and the School Standards and Framework Act 1998. Some of this data will be shared with the Local Authority and may be shared with other agencies that are involved in the attendance of school children. The information will be placed on your child's record, kept in a locked filing cabinet and destroyed in accordance with the school's retention policy.

Please sign and date the following declaration:

I give my consent for the personal information on this form to be used for the purpose described above. Please note you have the right to withdraw this consent at any time and you can do this by contacting Mrs Wood in the school office.

Tick here to confirm consent:

Signed: _____ Date: _____

PRINT NAME: _____

For more information on how Cavendish Junior School uses data we hold about you/your child, how long we keep it and your rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your records go to our website at www.cavendish.derbyshire.sch.uk or contact Mrs Wood, School Business Office, Cavendish Junior School, Edmund Street, Newbold Moor, Chesterfield, S41 8TD. Tel: 01246 450691

For Office Use Only

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