

# School Absence Form for taking part in regulated performances/activities



If a child of compulsory school age is taking part in regulated performance or activity during school time, then they must have written permission from their headteacher to be absent from school to take part.

## PART 1 - TO BE COMPLETED BY EITHER PERFORMANCE/ACTIVITY ORGANISER OR PARENT:

| Child's Details |  |
|-----------------|--|
| Name of Child   |  |
| Date of Birth   |  |

| Performance/Activity details    |  |
|---------------------------------|--|
| Production Name                 |  |
| Date(s) absence is required for |  |
| Type of Licence applied for     |  |

Licence Type Examples - Child Performance Licence / Body of Persons Approval

### Guidance

It is at the discretion of the headteacher if to approve the absence or not for a child to take part. If they believe taking part will negatively affect the child's education then they may refuse the absence and a Child Performance Licence will not be granted.

A Body of Persons Approval (BOPA) is granted which states that an organisation is suitable to hold child performances. As above, if the child's education will be negatively impacted then the headteacher may refuse the absence.

**If the absence is authorised then you should use the school attendance code 'C1' for the absence.**

## PART 2 - TO BE COMPLETED BY THE CHILD'S SCHOOL:

| School Details                                                                                                                             |  |                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------|--|
| School Name                                                                                                                                |  | School Stamp below (if not available then please sign instead) |  |
| Name                                                                                                                                       |  |                                                                |  |
| Role                                                                                                                                       |  |                                                                |  |
| Telephone                                                                                                                                  |  |                                                                |  |
| Email                                                                                                                                      |  |                                                                |  |
| Do you approve of the above child being absent from school to take part in the above performance/activity? Answer either Approved/Rejected |  |                                                                |  |
| If absence has been rejected, then please give the reason why below:                                                                       |  |                                                                |  |
|                                                                                                                                            |  |                                                                |  |
| Signature                                                                                                                                  |  | Date                                                           |  |

Please return the completed form to the Child Employment & Entertainment team at Derbyshire County Council. Email – [CS.EWSCEE@derbyshire.gov.uk](mailto:CS.EWSCEE@derbyshire.gov.uk) CEE Telephone queries - 01629 537859