

**EMERSON PAR ACADEMY****Request for Leave of Absence for Child Employment****Children taking part in Public Entertainment
The Children (Performances and Activities) (England) Regulations 2014***Please ensure this form is completed and submitted 10 days in advance of the date(s) requested*

NAME OF CHILD			
DATE OF BIRTH			
NAME OF SCHOOL	Emerson Park Academy		
FORM & YEAR GROUP			
DATE(S) AND TIME(S) REQUESTED <i>Please include rehearsals, performances, travelling time etc</i>	DAY	DATE	TIME
TOTAL NUMBER OF DAYS			
DESCRIPTION / TITLE OF PRODUCTION			
NAME OF AGENCY / ORGANISER / PRODUCER			

All requests are at the discretion of the Head Teacher who will take into account a range of factors (e.g. academic performance, homework, attendance).

It is the agency/organiser/producers duty to apply to the Havering Child Employment department for a licence.
 Email: childemployment@haverling.gov.uk
 Once issued a copy of the licence must be forwarded to the Attendance Officer at Emerson Park Academy.
 Email: attendance@emersonparkacademy.org

NAME OF AGENT	
SIGNED (Agent/Organiser/Producer)	
NAME OF PARENT/CARER	
SIGNED PARENT/CARER	
DATE	

FOR SCHOOL USE

The request for leave of absence has been PERMITTED / REFUSED (please circle)	
NAME OF HEAD TEACHER / DEPUTY	
SIGNED (HEAD TEACHER / DEPUTY)	
DATE	
SCHOOL STAMP	
COPY TO HAVERING CHILD EMPLOYMENT	DATE: