

Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A – to the Headteacher, I wish to apply for:

Child's name: _____ Class: _____

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time)

from _____ to _____ (inclusive dates)

If your child has siblings that are also applying for a leave of absence, please enter their name, DOB and school below:

Child's name: _____ DOB: _____ School: _____

Child's name: _____ DOB: _____ School: _____

Section B

Please explain why you are applying for an authorised absence and the **circumstances**, which make your **application exceptional**: and therefore, why the leave cannot be taken within the normal 13 weeks annual holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of this page in the space provided.

Continuation of section B (if required):

Section C

I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): _____ Date: _____

Education (Pupil Registration)(England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (Headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D – for school use only

Delete as appropriate

Request approved for ____ number of days from the dates and times: _____

A personal discussion with you is requested. Please contact: _____

Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parents/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.

Headteacher: _____ Date: _____

Current attendance rate: _____%

Absence diary updated

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Letter sent to parents

☐

Copy in Absence request folder

☐

Copy in pupils file

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