# 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 and if you take your child out of school without permission the absence will be unauthorised and we may refer the matter for consideration of legal action.

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

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| **Section A – to the headteacher**  **I wish to apply for**  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 leave of absence please enter their name and school below:  Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section B**  Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional** (i.e. why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school). If you are requesting authorisation to attend a specific event, for example a funeral, please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of the page. |

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| **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. From September 2015 a Penalty Notice may be issued to a parent/carer where a child’s absence is unauthorised, including unauthorised lateness.**

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| **Section D – for school use only**  **Tick 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 parent/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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Continuation of section B (if required): |