

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 Head Teacher

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 a leave of absence please enter their name and school below:

Child's name(s): School(s):

Section B

Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional; and therefore the leave cannot be taken within the normal 13 weeks 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.

.....
.....
.....
.....
.....
.....
.....
.....
.....

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:.....

PTO

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 (tick as appropriate)

Request approved fornumber of days shown below

from to

A **personal discussion with you is requested**. Please contact the school office.

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.

Head Teacher:

Date:

Current attendance rate:%