

## 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: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

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. If you require additional space please continue on the other side of the page.

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

Signature (parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

Name (parent/carer): \_\_\_\_\_

**PLEASE NOTE – UNLESS REQUESTED OTHERWISE, IF PARENTS/CARERS LIVE AT SEPARATE ADDRESSES, THE COMPLETED ABSENCE REQUEST FORM WILL BE SENT TO BOTH PARENTS/CARERS**

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 student 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 for \_\_\_\_\_ 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: \_\_\_\_\_

Continuation of section B (if required):