**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 final page of this document.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 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 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.**  **Please be aware that with immediate effect, if a Penalty Notice has previously been issued and this has been ineffective in addressing the absenteeism, the case must be referred to the Attendance Legal Panel (ALP) who will then**  **decide whether to issue a subsequent Penalty Notice or recommend**  **alternative intervention which may include parental prosecution.**    Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Current attendance rate: \_\_\_\_\_\_\_\_\_ |

Continuation of section B (if required):