

## 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 – Basic Details

I wish to apply for Student'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(s) and school(s) below:

Child's name: \_\_\_\_\_ School: \_\_\_\_\_

Child's name: \_\_\_\_\_ School: \_\_\_\_\_

Child's name: \_\_\_\_\_ School: \_\_\_\_\_

### Section B – Exceptional Circumstances

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.

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### Section C – Parental Declaration

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

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

Please note:

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

**Section D – for school use only**

Current attendance rate: \_\_\_\_\_%

Tick as appropriate:

Request approved for \_\_\_\_ days

from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

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.**

**Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.**

Assistant Head: \_\_\_\_\_

Date: \_\_\_\_\_

(Acting on behalf of the Headteacher)

**Continuation of Section B – Exceptional Circumstances (if required):**