



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): _____

I understand my request does not meet the criteria for exceptional circumstances and will be unauthorised

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 attach additional paper.*

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.

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 for parents/carers. Any unauthorised absence of 10 or more school sessions over a 100 session period may be subject to the issue of a **Penalty Notice** for non-attendance.

Please be advised that, once you have been issued with a Penalty Notice for a Leave of Absence in term time any further requests for leave of absence, that would incur 10 or more sessions of unauthorised absence in a 100 session period, are referred directly to Hampshire Legal Intervention Team and may result in court proceedings. Penalty Notice details are passed on to subsequent schools.

Headteacher: _____ Date: _____

Current attendance rate: _____