

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 recorded as unauthorised and we may 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)

Total number of days: []

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/Class: _____

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 pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): _____ Date: _____

Section D: For school use only.

Child's name: _____ Class: _____

Your request has been **approved** for ____ number of days from
_____ to _____ (inclusive dates)

Your request is **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.

A personal discussion with you is requested.

Please contact the school office to make an appointment.

Headteacher: _____ Date: _____

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.

Current attendance rate: _____ Code for absence: _____

Codes for recording absences:

Medical/Dental appointments	Educational Visit	Approved Sporting Activity	Other Authorised Circumstances	Family Holiday (not agreed)	Unauthorised Absence
M	V	P	C	G	O

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.