



## 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 authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised. Unauthorised absence may result in the issue of a Penalty Notice. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court.

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then will inform you of the decision. The Headteacher will notify you of the decision within five days.

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

### Please tick the appropriate box below:

Medical/ Dental Appointment	<input type="checkbox"/>	Authorised/Evidence required
Visit to a school (name of school and reason)	<input type="checkbox"/>	Authorised
Holiday (Please give additional information below)	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Special Occasion (Please give additional information below)	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Compassionate leave (please give information below)	<input type="checkbox"/>	May be authorised
Has your child already had a leave of absence in this school year?		YES/NO

**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. You may supply **supporting evidence** if you believe your child's absence to be an exceptional circumstance. 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: \_\_\_\_\_



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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.

Explanatory notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:** This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period.

*A Penalty Notice may be issued per parent/carer, per child (i.e., if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).*

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

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

### Continuation of section B (if required):