



## 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(s) and school(s) below:

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

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

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

**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.

Parent/Carer's name: \_\_\_\_\_

Address: \_\_\_\_\_

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 Warning to parent/carer. Any unauthorised absence during this period of time may be subject to a Penalty Notice OR may result in a prosecution if a previous Penalty Notice has been issued.

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

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

Continuation of Section B (if required):