**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 legal action may be considered.

|  |
| --- |
| **You are advised not to make any arrangements until your request has been considered.**  **Section A – to the Head Teacher/School Leader, I wish to apply for**  Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To be authorised as absent from school (please include dates and time):  Date(s): From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(inclusive dates)  Total number of days: \_\_\_\_\_\_\_\_\_\_\_\_  Medical/Dental Appts: Leaving at \_\_\_\_\_\_\_\_\_\_\_\_ (am/pm) Returning at \_\_\_\_\_\_\_\_\_\_\_ (am/pm)  If your child has siblings at an infant or secondary school that are also applying for a leave of absence please enter their name and school below:  Child’s Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  School(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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. Supporting resources e.g. a letter from a sports club would be useful. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (head teacher) 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 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).*  <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>  Head Teacher/School Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current attendance rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Continuation of Section B (if required)** |
| **Head Teacher/School Leader’s Comment** |