



## 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 and if you take your child out of school without permission the absence will be unauthorised and we may refer the matter for consideration of **legal action/penalty notice**.

**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)

### Section B.

Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school. If you are requesting authorisation to attend a specific event, for example a funeral, 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: \_\_\_\_\_

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the headteacher of a maintained school granting leave of absence to a pupil, except where an application has been made in advance and the headteacher 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 school.

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. This will be classed as an unauthorised absence.

**Please note:** This leave of absence will be unauthorised and we may refer the matter for consideration of legal action/penalty notice.

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

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

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