**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, and the local authority 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 and school below:

Child’s name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School(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. 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 (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.**

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| **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).* Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current attendance rate: \_\_\_\_\_\_\_\_\_   |

Continuation of section B (if required):

**Office Use**

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| --- | --- | --- | --- |
| Date Received | Date of HT’s Decision | Date of Response | Recorded on Arbor |
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