



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.

You are advised not to make any arrangements until your request has been considered

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.

Section A

To the headteacher, I wish to apply for my child to be authorised as absent from school

Child's name: _____ Class: _____

First day of absence _____ Return to school _____

Event _____ Date _____ Location _____

Total number of days absent _____

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 and location of the event in the space above and explain your travel arrangements. If you require additional space please continue on an additional piece of paper.

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.

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.

Headteacher: _____ Date: _____

Current attendance rate: _____ %

PLEASE NOTE:

This leave of absence form serves as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice of non attendance being issued to each responsible parent/carer.* In the event of a penalty notice being issued each person with parental responsibility will be liable , by law, to pay the amount stated in the letter(s) they receive.

Parent/Guardian declaration

I understand that if my child is absent from school with unauthorised absence for 10 or more half day sessions, then I will be liable to be served with a fixed penalty notice.

Parental responsibility rests with both parents and/or partners. Please provide details of parental responsibility below:

Name of parent/guardian	Relationship	Home address	Contact Number

Signed: _____ Date: _____

* The definition of a *parent* includes: all natural parents, whether they are married or not; any person or body who has parental responsibility for a child; and any person who, although not a natural parent, has care of a child. Having care of a child means that a person with whom a child lives and who looks after a child, irrespective of their relationship with that child, is considered to be a parent in education law (see Section 576 of the Education Act 1996 and the Children Act 1989).