**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.

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| **Section A – to the headteacher, I wish to apply for**  Child’s name: Tutor Group: 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. |
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| **Section C** I am the parent/carer with whom the student normally resides. The information I have given on this form is correct.  Signature (parent/carer): Date:  Name (parent/carer):  **PLEASE NOTE – UNLESS REQUESTED OTHERWISE, IF PARENTS/CARERS LIVE AT SEPARATE ADDRESSES, THE COMPLETED ABSENCE REQUEST FORM WILL BE SENT TO BOTH PARENTS/CARERS** |

**PTO**



**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 student 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 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 Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non attendance being issued.*** |
| Headteacher: Date: |
| Current attendance rate: |

Continuation of section B (if required):