
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 will consider legal action. **You are advised not to make any arrangements until your request has been considered.**

SECTION A:

To the Headteacher

Child's Name: _____ Tutor group: _____

I am applying for leave of absence for my child to be absent from school (please include dates and times):

From: _____ To: _____ Number of school days: _____
(first day of absence) (last day of absence)

If your child has siblings that are also applying for a leave of absence, please give their name and school:

Sibling's Name: _____ School: _____

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; for example a funeral, please confirm the date of the event and explain your travel arrangements. If you require additional space please enclose a continuation sheet.

SECTION C:

I am the parent/carer with whom the student normally resides. I understand it is my responsibility to obtain the consent of any other person who has parental responsibility for this child when applying for leave of absence.

Parent Signature: _____ Date: _____

Parent Name: _____ (Please print)

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Important Information for Parents

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.

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.

Section D: For school use only

REPLY SLIP – ABSENCE REQUEST RESPONSE (Will be returned to parents)



To the parent/carer of:

Child's Name: _____ Tutor group: _____

From: _____ To: _____ Number of school days: _____
(first day of absence) (last day of absence)

Current attendance rate _____ %

Headteacher's response:

- ☐ Request approved for _____ number of days
- ☐ A personal discussion with the parent is requested. Please contact the PA to the Headteacher
- ☐ 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: _____

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