



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.

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 class below:

Child's name(s): _____ Class: _____

Section B

Please explain why you are applying for an authorised absence, and the reasons why it cannot be taken during the 13 weeks holiday your child has off 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 an additional piece of paper, and attach.

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: _____



Section D -for school use only.

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 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: _____

From September 1st 2013, schools were prohibited from 'granting leave of absence, except where an application has been made in advance and the proprietor (head teacher) considers that there are exceptional circumstances relating to the application.' Since any request for term time absence should only be in **exceptional circumstances**, we have decided to withdraw the 'Request for Term Time Absence' forms. Any parent wishing to request term time absence, should write a letter explaining why the request is exceptional, together with any supporting documentation in the case of illness/ medical appointments. Any unauthorised absences may be referred to the Educational Welfare Officer to be considered for a Fixed Penalty Notice. All term dates are clearly published on our website.

Exceptional Circumstances does NOT include:

- Cheap holiday / flight costs
- Getting personal paperwork, passports, visas etc. updated (this should be planned into holiday periods)
- Visiting relatives (this should be planned into holiday periods)
- Forgetting when the term begins / ends

Exceptional Circumstances MAY include:

- Emergency service / Forces personnel with proof of enforced holiday period
- One transcontinental leave request per Key Stage for a very significant extended family event, including seeing an elderly / seriously ill relative or attending a close family funeral

Remember, a week is a long time for a child in a school. Much learning can be lost, and friendship groups can change.

Thank you again to all parents for your continued support. I know you understand and value your child's education.