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

Office Use Only
% Attendance

Child's name: _____ Class: _____ ( )

Child's name: _____ Class: _____ ( )

Child's name: _____ Class: _____ ( )

to be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates) Total no. of days _____

If your child / children have siblings that attend another school and you are also applying for a leave of absence for them, please enter their name and school below:

Child's name: _____ School: _____

Child'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 please confirm the date of the event and explain your travel arrangements.

If you require additional space please continue on the other side of this 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: _____

Hook-with-Warsash | C. of E. Academy
Church Road, Warsash, Southampton, Hampshire SO31 9GF
Telephone: 01489 572393 | Fax: 01489 570316 | Email: admin@hookwithwarsash.co.uk | www.hookwithwarsash.co.uk

Headteacher: Mrs Sara Willoughby | Registered Company No. 8153776

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 _____ days (no. of days) NB. 1 Day = 2 sessions

from _____ to _____ (inclusive dates)

☐ 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 letter to parent/carers. Any unauthorised absence during this period of time 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)
http://documents.hants.gov.uk/code-of-conduct-issuing-penalty-notices-for-unauthorised-absence-from-schools.pdf

Headteacher: _____ Date: _____

☐ No meeting necessary

☐ Telephone Call: Date: _____

☐ Meeting arranged for: _____

Continuation of section B (if required):

Office Use Only

Sims ☐ (H G C V) Aspens ☐ Diary ☐ Attendance ☐