



## 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. The head teacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate. **You are advised not to make any arrangements until your request has been considered.**

<b>Section A</b> – to the head teacher, I wish to apply for
<b>Child's name:</b>
<b>Class:</b>
<b>To be authorised as absent from school (please include dates and time):</b>
<b>from</b> _____ <b>to</b> _____ (inclusive dates)
<b>Has your child already had an absence in this school year?</b> YES / NO <b>If YES, please give details:</b>
<b>Do you have a child at another School that will also be having this leave of absence?</b> YES / NO <b>If applicable please name the other school here:</b>

<b>Section B</b> Please explain why you are applying for an authorised absence and the <b>circumstances</b> which make your application <b>exceptional</b> ; and why 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. <i>If you require additional space please continue on a separate sheet of paper.</i>
---

<b>Section C</b> 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 (head teacher) 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
- 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 parents/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: \_\_\_\_\_

**The DFE require schools to log all absences as authorised or unauthorised. Absences form part of a historical record for your child and are shown each year on their Annual Report. Schools are also required to publish annually statistics on authorised and unauthorised absences.**

**Key Facts...**

**5 days of absence...**

If your child has five days of absence during the year and takes no other time off for illness or other reasons, their attendance over the school year will be 97.4%.

**2 weeks of absence...**

Please bear in mind that taking a two week absence every year would result in your child missing more than half a term of their education over the time they are at this school.

**Important Dates...**

**The first few weeks of the school year** are very important for learning routines, establishing relationships and expectations and building friendships. Because of this, we will not authorise leave of absence in the month of September.

**End of Key Stage 1 Assessments**

We will not authorise leave of absence involving a child in Year 2 during part of the summer term (**1 April – 30 June**)

**End of Year Internal Testing**

We will not authorise leave of absence involving a child in Years R, 1, 3, 4 or 5 during the period of internal testing (**1 May – 30 June**).

**End of Key Stage 2 Tests**

We strongly advise that you do not apply for an absence involving a child in Year 6 between February half term and the End of Key Stage 2 tests (**February – May**).

We will not authorise leave of absence involving a child in Year 6 during the week of the End of Key Stage 2 tests (**second week of May**), or in the weeks leading up to it.

Please ask in school if you are unsure about any particular dates and remember to apply for leave of absence before you make a booking.