

## 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 may refer the matter for consideration of legal action.

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

### Section A – to the headteacher – Droxford Junior School

#### 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)

Total days requested \_\_\_\_\_

### Section B

Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and why the leave cannot be taken within the normal 13 weeks annual holiday your child already 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.

### 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: \_\_\_\_\_

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the headteacher of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the headteacher considers that there are exceptional circumstances relating to the application.

### Request to authorise absence from school due to exceptional circumstances REPLY

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

Your request for \_\_\_ number of days is **approved**.

A personal discussion with you is requested, please contact Mr Dampier.

Your request for \_\_\_ number of days is **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 from Hampshire County Council. 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: \_\_\_\_\_

#### Section D – for school use only

Delete as appropriate

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Request has been **approved/not approved** for \_\_\_ number of days

from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

Code for attendance \_\_\_\_\_

Current attendance rate: \_\_\_\_\_ MIS \_\_\_\_\_ Tucasi \_\_\_\_\_ Register \_\_\_\_\_