



## 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)

Number of days absent from school \_\_\_\_\_

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

Child's name(s): \_\_\_\_\_ School(s): \_\_\_\_\_

**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 request authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. **Where appropriate, supporting evidence/documentation will be required.** 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 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 from \_\_\_\_\_ to \_\_\_\_\_
- 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 Warning to parent/carer. Any unauthorised absence during this period of time may be subject to a Penalty Notice OR may result in a prosecution if a previous penalty notice has been issued. Please be aware of new guidance that came into force on the 19<sup>th</sup> August 2024, this guidance can be found at [www.hants.gov.uk](http://www.hants.gov.uk) under attendance guidance. Reported illness on either side of an unauthorised holiday will require medical evidence or proof of booking in order to authorise the extra days.

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Current attendance rate: \_\_\_\_\_

Continuation of section B (if required):