



Request to authorise absence from school due to exceptional circumstances

There is no general right to authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised; you may be issued a Penalty Notice, and the Local Authority may consider legal action.

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.

If you remove your child for an unauthorised period and it is the belief of the school and Local Authority that you have done this in a way as to avoid being issued a Penalty Notice, the Local Authority reserves the right to authorise the issuing of a Penalty Notice before the national threshold is met.

You are advised not to make any arrangements until your request has been considered and this form is returned to you. Requests should be made at least two weeks in advance. In the case of absence for compassionate reasons (e.g. a funeral), we acknowledge that two weeks notice is not always possible. Therefore, requests may be made with a shorter notice period.

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 or school below:

Child's name(s): _____ Class or 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 are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you can, please provide supporting evidence. If you require additional space, please continue on a separate sheet.

Section C I am the parent/carers with whom the pupil normally resides. The information I have given on this form is correct. I confirm all contact details (name/address/email) that school hold for both parents/carers are up to date and correct.

Signature (parent/carers): _____ 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.

Date request received by School _____ Total Number of days requested _____

Tick as appropriate.

☐ 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 Warning to parent/carers. A Penalty Notice may be issued to each parent for each child where the criteria set out in Hampshire County Council's Code of Conduct are met. Under the National Framework for Penalty Notices, a first Penalty Notice is charged at £160 per parent, per child and is reduced to £80 if paid within 21 days. A second Penalty Notice issued to the same parent for the same child within a rolling three-year period is charged at £160 and must be paid within 28 days, with no reduction available.

If a Penalty Notice remains unpaid, or where a further offence occurs and a third Penalty Notice cannot be issued within the three-year period, legal action may be considered.

Parents have a legal duty under Section 444(1) of the Education Act 1996 to ensure their child's regular attendance at school, and failure to do so may result in prosecution.

A Penalty Notice may be issued per parent/carers, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

Headteacher: _____ Date: _____

Current attendance rate: _____