

## THE CROFTON CLUSTER OF SCHOOLS

### 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 and if you take your child out of school without permission the absence will be unauthorised. The matter may then be referred for consideration of 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 times)  
from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

If you are also making an application for a child at another school please state the name  
of the school: \_\_\_\_\_

#### 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, for example a funeral, please confirm the date of the event and explain your travel arrangements.

**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.**

Each application is considered individually by the school, taking into account factors like the reason for the absence, its timing, the child's attendance record and the likely impact on learning.

You will be notified of the decision within 5 days of receipt of the application.

**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: \_\_\_\_\_

**Section D – for school use only**

**Current attendance rate:** \_\_\_\_ %

**Delete as appropriate:**

a) Request approved for \_\_\_\_ days for the following dates \_\_\_\_\_

b) 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

c) A personal discussion with you is requested. Please contact the school to make an appointment.

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