



Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances, which are defined as 'rare, significant, unavoidable and short'. 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 and we may refer the matter for consideration of legal action.

The Crofton Cluster of Schools have agreed the following are examples of occasions, which meet the criteria of 'exceptional circumstances':

1. **Death of a close family member (mother, father, brother, sister, grandparent)**
2. **Moving to a new area and planning for a change of school**
3. **Parent returning home from a forces deployment**

All of the above circumstances will be dependent on the individual child's attendance at school being over 96.5%.

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

Section A – to the Headteacher (or person with delegated responsibility) I wish to apply for

Child's name: _____ Class: _____
(Please indicate here if you are also requesting leave of absence for a sibling in another

Crofton Cluster School) Child's name _____ School: _____ To be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates)

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. 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 _____ number of days from the dates and times stated overleaf
- A personal discussion with you is requested. Please contact: 01329 664451.
- 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 parent/carers. Any unauthorised absence during this period of time is likely to be subject to a penalty notice for non-attendance being issued. Charges for penalty notice is £60/£120 per child, per adult and may be issued under the Hampshire County Council Guidelines.

Headteacher: _____ Date: _____
(or person with delegated responsibility)