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)

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 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 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 _____

_____

☐ 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 Penalty Notice Warning letter to parent/carers. 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: _____

Continuation of section B (if required):

Burley Primary School

Church Lane, Burley, Ringwood, Hampshire, BH24 4AP
www.burley.hants.sch.uk
Tel: 01425 403375
Email: adminoffice@burley.hants.sch.uk
Head of School: Mrs Sarah Harvey BA(Hons) PGCE

Possible penalties for non-attendance

Once you have registered your child at a school it is your responsibility to make sure that she/he attends regularly and punctually. If you fail to do so the Local Authority has a statutory duty to consider legal action to enforce school attendance.

There are a number of legal measures that the Local Authority can pursue, these include:

- being issued a voluntary parenting contract

- being included in the fast track system which means you will be given 12 weeks to improve your child's attendance

- receiving a penalty notice. This is a fine of £60 per parent/carer for periods of unauthorised absence such as truancy, holidays in term time, lateness,unauthorised absence during formal exams, schools assessment or testing or poor patterns of attendance/punctuality

- being prosecuted in the Magistrates' Court. This means you could receive a community order, a fine of up to £2,500 per parent/carer or a custodial sentence

- your child being issued with an education supervision order. This is an order where the child attends court and certain measures are put in place regarding attendance at school

Taken from Hampshire County Council website