

Absence from School for Exceptional Circumstances Request Form



Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you need to explain why the circumstances are exceptional. We advise that you should not plan for your child to be absent from school without gaining prior agreement from the school first. The school cannot retrospectively authorise absence from school under any circumstances.

Please note, Under Government regulations, the school is not permitted to grant leave of absence for holidays in term time, and if families take their children out of school without permission, this will be unauthorised and the matter will be referred to the Education Welfare Office for consideration of a fixed penalty notice, and possible court action.

Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.

Student Details		
Name	Date of birth	Form
Address		
Contact Numbers		
Sibling Details of Compulsory School Age (or other children living in the household)		
Name	Date of birth	School
Name	Date of birth	School
Name	Date of birth	School
I request permission for my child to be absent from school between: -		
First Day of Absence from School	Date of Return to School	Total of Absent School Days
Please detail below the reason for your request for absence from school in term time and include any supporting information regarding the exceptional circumstances.(continue on a separate sheet if necessary)		
The Headteacher <u>will not</u> be able to consider your request without your <u>supporting documents</u>.		
Please read carefully the Absence from School for Exceptional Circumstances Information and frequently asked questions for Parents which is on our website.		

Declaration:

*I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. **Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.***

Signed:
(Parent/Carer)

Date:

Full Name:

For School Use Only

Attendance rate to date: _____ **Number of Unauthorised sessions to date:** _____

The school has considered your request for leave of absence in exceptional circumstances and your child's absence will be recorded as follows: -

- ☐ Request Authorised from _____ to _____, number of days _____
- ☐ 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
- ☐ Request needs further discussion, please contact the Head of Year or attendance officer.

Comments

Signed:

Date:

Position:

Original signed and completed forms will be retained with pupil's records.

A copy should be returned to the parent/carers of the student to confirm authorised or unauthorised absence prior to the intended absence period.