

# Purbrook Park School

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## 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: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

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** or **carer** with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carers): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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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 Warning to parents/carers. Any unauthorised absence during this period of time may be subject to a Penalty Notice OR may result in a prosecution if a previous penalty notice has been issued.***

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

Current attendance rate: \_\_\_\_\_

Continuation of section B (if required):