



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.

The Academy will adhere to the guidelines set out in the DfE Guidance on 'Working together to improve school attendance' found out: [Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Section A – To the Headteacher

Student Name	
Student Form	
Date of Request	
To be authorised as absent from school from/to	
If your child has siblings that are also applying for a leave of absence, please enter their name and school	

Section B – Reason/s for this absence request

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.

Please provide supporting documentation as evidence for your request overleaf.



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Section C – Parent / Carer Information

I am the parent/carer with whom the student normally resides. The information I have given on this form is correct.

Signature	
Date	

Section D – For school use only

Complete as appropriate:

Current attendance	
Request approved	
Further discussion needed with parent/carer	
Request denied	

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 nonattendance being issued. A penalty notice is £60 per parent, per child for each 5 days' absence.