



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

To the Head Teacher:

I wish to apply for (child's name) _____

To be authorised as absent from school (Please include dates and times)

From _____ To _____

If your child has a sibling at another school, who you are also applying for leave of absence please enter their name and school below;

Name _____ School _____

Please explain why you are applying for authorised absence and the circumstances which make your application exceptional; and therefore leave cannot be taken within the normal school holidays. If you are applying for a specific event, please confirm the date and travel arrangements:

For School Use only, tick as appropriate:

1. Request approved for _____ number of days from the dates and times above.
2. A personal discussion with you is requested. Please contact the school office.
3. Request not approved as the circumstances are not considered to constitute an exceptional reason and the impact of this absence will affect your child's educational progress.

Head teacher _____ Date _____

Current attendance Rate _____