



Eggar's School

Absence request from school due to exceptional circumstances

We 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 be completed by the parent/carer

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: To be completed by the parent/carer

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.

Section C: To be completed by the parent/carer

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

Signature: _____ Date: _____
(Parent/Carer)

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (Head Teacher) of a maintained school granting leave of absence to a student 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.

Head Teacher: _____ Date: _____

Current attendance rate: _____