



HAWLEY PRIMARY SCHOOL

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 and if your child is out of school without permission the absence will be unauthorised and we may refer the matter for consideration of legal action.

Arrangements should not be made until your request has been considered and you have received a response from the school.

The five schools in the local cluster follow a common approach to requests for leave. We routinely check with the other schools in the cluster to make sure that we provide a consistent response to any requests involving siblings.

SECTION A – TO BE COMPLETED BY THE PARENT/CARER	
Name of child:	Tutor group:
I am applying for leave of absence for my child to be absent from school from: _____ to: _____ (inclusive dates)	
Number of school days: _____	
Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional. Please give details about why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school. If you are requesting absence to attend a specific event, for example a funeral, please confirm the date of the event and explain your travel arrangements. 	
I also have children at: _____ School/s	
I am the Parent/Carer with whom the pupil normally resides. The information I have given on this form, is correct.	
Signed:	(Parent/Carer) Date:

SECTION B – TO BE COMPLETED BY THE HEADTEACHER	
Child's attendance level over the last 12 months:	
Our overall school target for attendance this year is	96%
<p>Having considered your request carefully, my decision is that the leave of absence request is:</p> <p><input type="checkbox"/> APPROVED for _____ days from _____</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> A personal discussion with you is requested. Please contact the school to arrange an appointment – 01252 408444.</p>	
<p>Explanatory notes:</p> 	
<p>Signed: _____ Headteacher</p> <p>Date: _____</p>	

Amendments made to the 2006 Regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 concerning admissions, Term Time Holiday and Penalty Notices with effect from September 2013. The amendments make clear that **'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances'**. Exceptional circumstances has been defined as 'family crisis or where Parents had specific dates for leave such as the armed forces'. An educational career based opportunity may also fall within this category.

Headteachers are also prohibited from granting leave of absence where an application has not been made in advance. All requests should be made a minimum of two weeks prior to the dates requested.

PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parents/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.

Thank you for your continued commitment to ensuring your children attend school every day! Should you require any further information then this is available on the DfE website: <http://www.education.gov.uk/schools/pupilsupport/beh-on-school-attendance>.