REQUEST TO AUTHORISE ABSENCE FROM SCHOOL DUE TO EXCEPTIONAL CIRCUMSTANCES

Hampshire County Council

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 you take your child out of school without permission the absence will be unauthorized and we may refer the matter for consideration of 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: Class:

To be authorised as absent for from School form the following:

Date(s) and times _____ to _____ (inclusive dates)

Section B
Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**. If you are requesting authorisation to attend a specific event, for example a funeral, 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 with whom the pupil 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 (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 <u>exceptional circumstances</u> relating to the application.

Section D – for school use only (delete as appropriate)

Request approved for _____ number of days from the dates and times_____

Request not approved as the circumstances are not considered to constitute an exceptional reason

A personal discussion with you is requested [ ]   Please contact_____

_
_____   _____
Headteacher   Date:

| Current school attendance rate: |