

## Request to authorise absence from College due to exceptional circumstances

The College are only able to authorise absence from College in exceptional circumstances. In making a request for an authorised absence from College 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 College 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 – Parent/Guardian to complete:

#### To the Headteacher - I wish to apply for

Student's name: \_\_\_\_\_ Tutor: \_\_\_\_\_

To be authorised as absent from College (please include dates and time):

from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

Parent/carer name: \_\_\_\_\_

Your email address: \_\_\_\_\_  
*(we will use your email address to inform you of our decision)*

If your child has siblings that are also applying for leave of absence please enter their name and school below:

Child's name: \_\_\_\_\_ School: \_\_\_\_\_

Child's name: \_\_\_\_\_ School: \_\_\_\_\_

### Section B – Parent/Guardian to complete:

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. If you require additional space please continue on the other side of the page.

### Section C – Parent/Guardian to complete:

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

Signature (parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

**PTO**

**Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (Headteacher) of a maintained College granting leave of absence to a pupil 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 College 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 parents/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.***

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Current attendance rate: \_\_\_\_\_

**Continuation of section B – Parent/Guardian to complete (if required):**

**For College use**

Does this request fall within an exam period? Yes/No\*

Has this student made a previous request for leave of absence? Yes/No\*

If a previous request has been made, please indicate dates: \_\_\_\_\_

Date Parents were informed of decision: \_\_\_\_\_

How were parents informed of decision: \_\_\_\_\_

Who informed parent: \_\_\_\_\_

\*please circle