

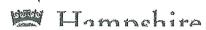
Request to authorise absence from school due to exceptional circumstances

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 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
from school (please include	e dates and time): from	to
	(inclusive dates) If your child h	as siblings that are also applying for a
leave of absence please er	nter their name and school below: 0	Child's name(s):
S	chool(s):	,
	,	
normal 13 weeks holiday yo specific event please confin	on exceptional; and therefore the our child has from school. If you are m the date of the event and explain e continue on the other side of the page	e requesting authorisation to attend a n your travel arrangements. If you
	•	
Please inform us if you have	siblings in local schools as we may	discuss your request with them.
Section C I am the parent/ on this form is correct.	carer with whom the pupil normall	y resides. The information I have given
Signature (parent/carer):	Date:	
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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 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			
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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:			
The stress of the state of the			
Headteacher: Date:			
Current attendance rate:			
Continuation of section B (if required):			
,			
:			
Hampshire			