

APPLICATION FOR EXCEPTIONAL ABSENCE



It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school to take **any** leave in term time. Parents do not have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.** To apply for a child to be granted leave from school, parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.** Please ensure that you provide sufficient evidence.

Pupil:	DOB:	Class:	Name of parent/carer making application:	Relationship to pupil:
Dates/times of absence:			Total number of days to be missed:	
I request that my child be granted exceptional absence leave from school due to:				Evidence Required
	Immediate family member's bereavement, serious illness or funeral - please specify:			Letter
	Wedding/Civil Ceremony of immediate family member – please specify:			Wedding invitation/booking
	Religious observance - please specify:			Evidence that the day is exclusively set apart for religious observance by the religious body to which the family belong
	Service personnel about to go on deployment - please specify:			Letter from Commanding Officer
	To participate as a competitor at a performance / sporting event / competition - please specify:			Evidence from organising body Confirmation of performance licence from LA.
	Examinations - please specify:			Evidence from organising body
	Hospital appointments for half a day or longer - please specify: <i>NB. Elective appointments should be made outside school hours</i>			Appointment letter
	Dentistry appointments for half a day or longer - please specify: <i>NB. Elective appointments should be made outside school hours</i>			Appointment letter
	Holiday - please specify: <i>NB. Holiday requests will not be authorised, unless under extraordinary circumstances. If you are stating work commitments as an exceptional reason for requesting leave, please provide your employer contact details and provide evidence which shows why leave cannot be taken in term time.</i>			Booking confirmation
	Other - please state:			
I/We understand that the school is not obliged to authorise this request. Signature of Parent/Carer:				
Percentage attendance: <i>(Office use only)</i>		Date received by office:		Number of exceptional requests made during this academic year: <i>(Office use only)</i>
	Authorised	Reason if not authorised: * insufficient evidence provided * evidence did not justify exceptional leave * pupil's attendance rate is already below target (97%) * the absence would reduce pupil's attendance rate to below target (97%) * pupil's attendance record shows previous, in year, unauthorised absence * patterns of absence are a cause for concern * the absence would be detrimental to the pupil's progress * the absence falls during assessments/external tests * other		
	Not Authorised			
Headteacher's Signature:				

