



King's Academy
Gomer

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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 legal action may be considered.

You are advised not to make any arrangements until your request has been considered.

Section A – to the Headteacher/School Leader, I wish to apply for

Child's Name: _____ Class: _____

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

Date(s): From _____ to _____ (inclusive dates)

Medical/Dental Appts: Leaving at _____ (am/pm) Returning at _____ (am/pm)

If your child has siblings at an infant or secondary school that are also applying for a leave of absence please enter their name and school below:

Child's Name(s): _____

School(s) _____ Year Group(s) _____

Section B

- 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. Supporting resources e.g. a letter from a sports club would be useful. If you require additional space please continue on the other side of the page.

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

Signature (parent/carer): _____ Date: _____

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 _____

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 Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period.

A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

Headteacher/School Leader: _____ Date: _____

Current attendance rate: _____

Continuation of Section B (if required)

Headteacher/School Leader’s Comment