

Government Regulations for taking pupils out of School

Request to authorise absence from school due to exceptional circumstances

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the Headteacher of a maintained school (Cams Hill School will adhere to these requirements) granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application. **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 unauthorised and we may refer the matter for consideration of legal action.**

Dear Parent/Guardian,

In making a request for an authorised absence from School, you will need to explain why the circumstances are exceptional. **Wherever possible, requests should be made well in advance and you are strongly 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: _____ Tutor Group: _____

Total number of days to be authorised as absent from school _____

(please include dates and times): From _____ to _____
(inclusive dates)

Section B

Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school.

If you are requesting authorisation to attend a specific event, for example a funeral, please confirm the date of the event.

Section C

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

Signature (parent/guardian): _____ Date: _____

Address: _____

Office Use Only

Request approved **in full** **in part** for _____ number of days from the dates and times _____

* 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.

* *If this box is ticked, this leave of absence form will serve as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a Penalty Notice for non-attendance being issued.*

A personal discussion with you is requested: Please contact: _____

Signature (Headteacher): _____ Date: _____

Current attendance rate: _____ Assessments/Exams/Trips during the requested period Yes No

Any other relevant info _____

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Pastoral Check _____ Roll Call _____ HOY/KS Manager Check _____