

# 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)

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

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

### 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 \_\_\_\_\_

----- ✂ -----  
Pastoral Check \_\_\_\_\_ Roll Call \_\_\_\_\_ HOY/KS Manager Check \_\_\_\_\_