

## Hillingdon Deanery Catholic Schools

### Request to authorise absence from school due to exceptional circumstances



The schools in the Hillingdon Catholic Deanery follow the advice and guidelines provided by the Department for Education and the London Borough of Hillingdon.

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for authorised absence from school you will need to explain why the circumstances **are exceptional**. **Please note:** there is no general right to authorised 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. No request for authorised absence will be considered if your child's attendance is below 95%, unless there is evidence of long-term medical circumstances to explain this. You may be required to meet with the Headteacher or the Governing Body following any unauthorised absence.

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

Schools can only agree to absence for a holiday if they believe there are special exceptional circumstances which warrant it and therefore in most cases such requests will be refused by the Headteacher.

**Section A: To the Headteacher. I wish to apply for**

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

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

From \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

If your child has siblings who are also applying for leave of absence please enter their names and their school below:

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

**Section B:** Please explain why you are applying for an authorised absence, the circumstances which make your application exceptional and why 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, please also attach supporting documentation. If you require additional space please continue on the other side of the page. Please note: the minimum amount of time possible should be requested for attendance at family events.

**Further documentation may be required (i.e flight confirmation/ letters/invitations)**

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**Section C:** I am the parent/carer. The information I have given on this form is correct. If custody is shared both parents/carers must sign.

Signature (parent/carer) \_\_\_\_\_ Date \_\_\_\_\_

Signature (parent/carer) \_\_\_\_\_ Date \_\_\_\_\_

**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 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.

Child's attendance this year: \_\_\_\_\_ Child's attendance last year: \_\_\_\_\_

Child's attendance this year: \_\_\_\_\_ Child's attendance last year: \_\_\_\_\_

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.

Request approved for \_\_\_ number of days from the dates and times \_\_\_\_\_

**PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parents/carers. Any unauthorised absence during this time may be subject to a penalty notice for non-attendance being issued. Authorisation will not be granted at either the start or the end of a school term or during any Test or Assessment period.**

Headteacher's comment:

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Headteacher: ..... Date: .....

Parent copy  School office copy  Class copy