

Maidenbower Junior School



Request to authorise absence from school due to exceptional circumstances

Please note: There is no general right to authorise absence for a family holiday, recreation or leisure activities. If you take your child out of school without permission the absence will be unauthorised, and the local authority may consider legal action.

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

As per our school's attendance policy, the law requires parents to seek permission from the Headteacher to take their child out of school during term time. The law states permission can only be granted if:

1. An application has been made in advance by the parent the child normally lives with; **and**
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the Headteacher, the duration your child is permitted to be away from school may only be determined by the Headteacher and will be considered on its individual merit.

I would like to request permission for leave of absence for my child; a pupil registered at your school for the reasons detailed below (*further information can be attached if required*).

Pupil's full name	
Pupil's Date of Birth	
Class	
Pupil's full address and postcode	
First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	
Reason for request including why you believe your circumstances to be exceptional	
*Please note: Further evidence may be requested by the school to explain why the absence is exceptional.	
If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below	
Pupil's name, name of school and school telephone number:	
Full name of person making request (note requests must be made by a parent who the pupil normally lives with)	
Relationship to child	
Full address and postcode (if different from child's above)	
Signature	
Date	

Leave of absence – school's response
FOR OFFICE USE ONLY

This response must be sent to **each** parent and a copy retained by the school

Dear	
Copy sent to (Send to other parent)	

Date of response from school	
Date application received by school	

Pupil's full name	
Pupil's percentage attendance year to date	
Number of sessions absent this academic year (total)	
Number of which are authorised	
Number of which are unauthorised	

Are you aware of <u>any</u> Penalty Notice Fines that the parent or parents may have previously received for this pupil and/or a sibling/child for whom they hold parental/day to day care and responsibility?	
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School response to parent/s request for leave of absence
DELETE WHERE APPROPRIATE: REQUEST APPROVED / REQUEST NOT APPROVED

Headteacher Name	
Headteacher Signature	
Date	