**www.hants.gov.uk**

**Request to authorise absence from College due to exceptional**

**circumstances**

The College are only able to authorise absence from College in exceptional circumstances. In

making a request for an authorised absence from College you will need to explain why the

circumstances are exceptional. **Please note** there is no general right to authorise absence for a family holiday and if you take your child out of College without permission the absence will be unauthorised, and **any unauthorised absence could result in a prosecution.**

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

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| **Section A – Parent/Guardian to complete:**  **To the Headteacher - I wish to apply for**  Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To be authorised as absent from College (please include dates and time):  from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (inclusive dates)  Parent/carer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Your email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(*we will use your email address to inform you of our decision*)**  If your child has siblings that are also applying for leave of absence please enter their name and school below:  Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section B – Parent/Guardian to complete:**  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. If you require additional space please continue on the other side of the page. |

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| **Section C – Parent/Guardian to complete:**  I am the parent/carer with whom the student normally resides. The information I have given on this form is correct.  Signature (parent/carer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PTO**

**Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (Headteacher) of a maintained College 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.**

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| **Section D – for College 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 Penalty Notice Warning letter to parents/carers. Any unauthorised absence during this period of time could result in a penalty notice for non-attendance being issued.**  **You should also be aware that in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have future unauthorised leave, this could result in a prosecution.**  Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current % attendance rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Continuation of section B – Parent/Guardian to complete (if required):** |

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| **For College use**  Does this request fall within an exam period? Yes/No\*  Has this student made a previous request for leave of absence? Yes/No\*  If a previous request has been made, please indicate dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date parents were informed of decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How were parents informed of decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Who informed parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*please circle |