

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.

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: _____

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.

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.

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):

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