



Queen's Inclosure Primary School

Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorise 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.

You are 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: _____

Class: _____

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

from _____ to _____ (inclusive dates)

PLEASE NOTE: *This Leave of Absence Form serves 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. In Hampshire, Penalty Notices are issued when a child has had 10 or more half-day sessions (equivalent to 5 school days) of unauthorised absence, in any 10 school week period; or one or more unauthorised absences during a public exam, assessment or test (where the dates have been published).*

Section B

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

The information I have given on this form is correct.

I am the parent/carer with whom the child normally resides. **Y / N**

Parent's Name:

Parent's Address:

Signature: _____

Date: _____

I acknowledge that I may receive a Penalty Notice of £60 per child per parent for unauthorised absence.