

Buryfields Infant School

Buryfields, Odiham Hampshire, RG29 1NE

☎ 01256 702667



Be kind. Be confident. Love learning.

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 authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised, and the local authority 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)

If your child has siblings that are also applying for a leave of absence please enter their name and school below:

Child's name(s): _____ School: _____

Child's name(s): _____ School: _____

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 attach an additional sheet.

Section C I am the parent/carers with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carers): _____ Date: _____

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.

☐ Request approved for ____ sessions from the dates and times _____

☐ A personal discussion with you is requested.

☐ 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 Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period

A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

Headteacher: _____ Date: _____

Current attendance rate: _____

Number of unauthorised absences within the last 100 sessions: _____

Will the child be of compulsory school age at the time of the planned absence? Yes / No

School office use only

Arbor register updated: Yes / No	Date LOAF returned to parents/carers:
Penalty Notice to be issued: Yes / No Penalty Notice issued in the last 3 years (no earlier than August 2024): Yes / No FPN notification letter issued: First / Second	Date Penalty Notice issued:
Date Hampshire Code of Conduct for Issuing Penalty Notices and Attendance Policy sent to parents/carers:	CPOMS updated: Yes / No

www.hants.gov.uk