LEAVE OF ABSENCE FORM

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 a Fixed Penalty Notice (FPN) will be issued by Hampshire County Council (HCC).

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

Section A – to the Principal, I wish to apply for

Child’s name: ____________________ Tutor Group: ____________________

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

from _______________________ to _______________________ (inclusive dates)

If your child has siblings at TPS who are also applying for a leave of absence, please enter their name and tutor group below:

Child’s name(s): ____________________ Tutor Group: ____________________

Child’s name(s): ____________________ Tutor Group: ____________________

Section B - Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional and the reasons why the leave cannot be taken within the normal 13 weeks’ holiday. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements.
Section C I am the parent/guardian with whom the student normally resides. The information I have given on this form is correct.

Signature (parent/guardian): ____________________ Date: ____________________

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (Principal) of a maintained school granting leave of absence to a student 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 …… number of days from the dates and times:

☐ A personal discussion with you is requested. Please contact: Mrs Harvey on 01730 234628 to arrange a convenient time.

☐ 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 parent/guardian. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.

Principal: ………………………………………. Date: ………………………