

Hillingdon Deanery Catholic Schools

Request to authorise absence from school due to exceptional circumstances



The schools in the Hillingdon Catholic Deanery follow the advice and guidelines provided by the Department for Education and the London Borough of Hillingdon.

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for 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. No request will be considered if your child's attendance is below 95%, unless there is evidence of long term medical circumstances which explain this. You may be required to meet with a senior member of identified staff following the unauthorised absence.

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

Schools can only agree to absence for a family holiday if they believe there are special exceptional circumstances which warrant it and therefore in most cases such requests will be refused by the Headteacher.

Section A – To the Headteacher, I wish to apply for

Child's name: _____ Form: _____

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

From _____ to _____ (inclusive dates)

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

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

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, please attach supporting documentation. If you require additional space please continue on the other side of the page. Please note: the minimum amount of time possible should be requested for attendance at Family events.

Section C I am the parent/carer with whom the pupil normally resides. The information I have given on this for is correct. If custody is shared both parents/carers must sign.

Signature (parent/carer) _____ Date _____

Signature (parent/carer) _____ Date _____

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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 _____ 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 parent/carers. Any unauthorised absence during this time may be subject to a penalty notice for non-attendance being issued. Authorisation will not be granted at either the start or end of a school term or during any Examination or Assessment period.

Headteacher: _____ Date: _____

Current attendance rate: _____

Continuation of Section B (if required):