



Carlisle & Hampton Hill Federation



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. Unless there are exceptional circumstances, holidays will be unauthorised.

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)

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.

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

Signature (parent/carer): _____ Date: _____

Parent's name: _____

Section D – for school use only Authorised Unauthorised

Current attendance rate: _____ % Signed _____ Date: _____

Section E – Reply to parent/carer (for school use only)

Child's name: _____ Class: _____

Tick as appropriate.

Request approved for _____ number of days from the dates and times

A personal discussion with you is requested. Please contact the school office.

Request not authorised as the circumstances are not considered to constitute an exceptional reason.

Headteacher: _____

or

Attendance Officer: _____

Date: _____

Current attendance rate: _____%