



THE MOUNTBATTEN SCHOOL

Request to Authorise Absence from School due to Exceptional Circumstances

Education (Student Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (Headteacher) of a 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.

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 have absence authorised for a family holiday and if you take your child out of school without permission the absence will be unauthorised. In these cases, Hampshire County Council recommends that legal action should be considered.

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: _____ Tutor Group: _____

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 - the **circumstances** which make your **application exceptional**; and why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school. If you are requesting authorisation to attend a specific event, for example a funeral, 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

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

Please tick this box if you have a child/children in school other than The Mountbatten School. Please provide the school name/s:

Signature (Parent/Guardian): _____ Date: _____

Section D – for school use only

Delete as appropriate

Request approved

for _____ days

Dates and times _____

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 **a personal discussion with you is requested.**

Please contact: _____

Attendance Manager: _____ Date: _____

Current attendance rate: _____

PLEASE RETURN THIS FORM TO THE ATTENDANCE OFFICE IN STUDENT SERVICES