



Stanchester Academy

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 and may be asked to provide supporting evidence. **In order for permission for absence to be considered due to exceptional circumstance the child must have a good (97% or higher) attendance record over the previous 3 terms.**

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, we may follow Local Authority guidelines and issue a warning or fixed penalty notice.

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

Section A

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)

Current attendance rate: _____ % (this can be obtained from the Pastoral coordinator).

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/am not (delete as applicable) the parent with whom the student normally resides. The information I have given on this form is correct.

Signature (Parent): _____

Date: _____

Please return the completed form to **Mrs G Glentworth, Assistant Headteacher**

Section D – for school use only

Complete as appropriate

Request approved for _____ days

Dates and times _____

Head of Year to inform parents it is approved by telephone.

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.

Head of Year to inform parent by telephone.

Assistant Headteacher to write to parent with decision.

Request for Penalty notice to be made if exceeds 10 sessions (5 days) absence.

Assistant Principal: _____ Date: _____

Current attendance rate: _____