

Absence Request Form for exceptional circumstances



Please use this form to request that an absence should be deemed an authorised absence by the school. **Please also see the detailed notes overleaf outlining the criteria for authorisation before completing this form.**

Any absence taken for an event for which permission was not sought first will be deemed an unauthorised absence. This form should be handed to the Headteacher at least a week in advance of the request.

Student's Name (PLEASE PRINT):

Tutor Group:

Year:

I am requesting leave of absence from (day & date):

.....to.....

Total number of school days to be missedday(s)

Reason for request (please attach any further information/evidence to this sheet):

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Signature of parent/carer..... **Date**

Parent/carer printed name.....

PLEASE RETURN THIS FORM TO THE HEADTEACHER'S OFFICE

For school use	
Current attendance %:	

LEAVE OF ABSENCE REQUEST

OVERVIEW

Pupils of school age must, by law, attend school regularly. If a child is to be away from school parents are required, in advance, to ask the school to approve the absence.

Upon review of evidence, absence requests will usually be authorised for:

- Music/dance exams
- Driving tests (but not driving lessons)
- Orthodontist and hospital appointments
- Emergency dental and medical appointments
- Cadets
- Exceptional opportunities e.g. to represent the district/county/country at sport; to attend a career related course or work experience that cannot be organised for during holiday time

If leave of absence is not agreed by the school, and the absence is still taken then the absence will be recorded as unauthorised.

As from April 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least **10 sessions (5 school days) in a current term**. A separate Penalty Notice can be issued to each parent and for each child.

Circumstances where a **Penalty Notice** may be issued include:

- Overt truancy
- Parentally condoned absences
- Unauthorised leave for the purpose of a family holiday in term time
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school
- When an excluded child is found in a public place during school hours during the first five days of exclusion.

There is no statutory right of appeal against the decision to issue a Penalty Notice and the sole authority to authorise absence lies with the Headteacher and their decision is final.