

Request for Authorised Absence

Government guidelines which came into effect on 1st September 2013 and have been updated in January 2015 prevent the Principal and Governors from granting any leave of absence during term time, unless there are **EXCEPTIONAL CIRCUMSTANCES**. A family holiday during term time does **NOT** fall under the category of 'exceptional circumstances'.

For further information please go to:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/581539/School_attendance_parental_responsibility_measures_statutory_guidance.pdf

and also:

http://www.leics.gov.uk/index/education/going_to_school/la/plans_policies.htm

If you consider that the reason for your child's absence is EXCEPTIONAL you are requested to complete this form. The Principal and Chair of Governors will consider your request and may invite you into school so that you can offer a further explanation as to why you consider this request for absence to be EXCEPTIONAL.

Name of Student: Tutor Group:

Name of Parent/Carer: Date:

Date of absence: Total number of school days student will be absent:

Contact number or email address:

Brief reason for absence:

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If you have a child at another school please give details below:

Name: School:

Signed:

(To be signed by the person with legal responsibility for the young person)