



## REQUEST FOR AUTHORISED ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

Government guidelines, which came into effect on 1<sup>st</sup> September 2013, prevent the Headteacher or 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'.

At Hinckley Parks Primary School 'exceptional circumstances' will be interpreted as: ..... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.

It is important for parents/carers to be aware that, while decisions will be made on a case-by-case basis, requests will normally be refused.

The following websites provide further information:

[www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments](http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments)

[http://www.leics.gov.uk/index/education/going\\_to\\_school/la/plans\\_policies.htm](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 Headteacher 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 Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of absence from: \_\_\_\_\_ to \_\_\_\_\_

Total number of days to be taken: \_\_\_\_\_

Contact number or email address: \_\_\_\_\_

Brief reason for absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Name of child: \_\_\_\_\_ School: \_\_\_\_\_



Name: .....

Authorised

Job Title: .....

Unauthorised

Attendance:

Penalty

**Relevant Information**