



# The Federation of Winklebury Infant and Junior Schools

Willoughby Way, Basingstoke, Hants RG23 8AF  
Head of Federation: Mrs C.A. Clayton

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## 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.

**Please note:** there is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

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

### Section A – to the Head of Federation

#### I wish to apply for

Child's name: ..... Class: .....

to be authorised as absent from school (please include dates and times):

from ..... to ..... (inclusive dates)

If your child has siblings that are also applying for a leave of absence please enter their name and school below:

Child's name: ..... School: .....

### Section B

Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**, and therefore why the leave cannot be taken within the normal 13 weeks holiday your child 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 pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): ..... Date: .....

**Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1<sup>st</sup> September 2013) to prohibit the proprietor (Headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.**

**Section D – for school use only**

**Delete as appropriate**

1. Request approved for..... (*number of days*) from (*date and time*).....  
to.....(*date and time*)
2. A personal discussion with you is requested. Please contact the Federation Admin Office to make an appointment with Mrs Clayton.
3. 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.

**PLEASE NOTE: this Leave of Absence form serves as a Penalty Notice warning to parents / carers. Any unauthorised absence during this period of time may be subject to a Penalty Notice for non-attendance being issued.**

Signed: ..... Head of Federation      Date:.....

Child's current attendance rate: .....