

BOHUNT SIXTH FORM

Request to authorise absence from learning 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 that it would be unlawful for the school to authorise an absence for a family holiday except in exceptional circumstances.

Parents should be aware that they could face a Penalty Notice in the event of removing their son/daughter from school during term time for five or more days in any 10-week period when this absence is unauthorised.

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

Section A To the Head of Sixth Form

Child's name _____ Tutor Group _____

I have a sibling in a Cluster School. ☐

I apply for leave of absence for my child

Dates for which leave of absence are requested:

From: _____ To: _____ Number of school days: _____

I am the parent/carer with whom the student normally resides. The information I have given on this form is correct.

Signature (parent/carer): _____ Date: _____

Section B

Please explain why you are applying for an authorised absence and 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 B continued

Section C (for school use only)

Delete as appropriate

- Request approved for ___ number of days from the dates and times

- 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.

A personal discussion with you is requested: Please contact: _____

Signed _____ Head of School: Date: _____

Current attendance rate: _____