



FOXHILLS FEDERATION

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(023) 8029 2126
Headteacher: Mrs L Howe

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

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 and if you take your child out of school without permission the absence will be unauthorised and we may refer the matter for consideration of legal action.

Section A – to the Headteacher

I wish to apply for

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates)

If your child has siblings, please enter their names and schools below:

Child's name(s): _____ School(s): _____

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, please provide any printed confirmation of the event e.g. and invitation or letter, travel booking details etc. 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 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.

Tick as appropriate.

Request approved for ____ number of days from the dates and times _____

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

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 letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non attendance being issued. *Please be aware that with immediate effect, if a Penalty Notice has previously been issued and this has been ineffective in addressing the absenteeism, the case must be referred to the Attendance Legal Panel (ALP) who will then decide whether to issue a subsequent Penalty Notice or recommend alternative intervention which may include parental prosecution.*

Headteacher: _____ Date: _____

Current attendance rate: _____