

## Absence Request Form

Dear Parent/Carer,

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.**

Please complete section A, B and C before sending this document to [office@testvalley.hants.sch.uk](mailto:office@testvalley.hants.sch.uk). Include names of all siblings on the same form, if the exceptional circumstance is the same. We will then return the form with the outcome of your request in section E.

**Section A – to the headteacher, I wish to apply for**

Child(s) name: \_\_\_\_\_ Tutor group: \_\_\_\_\_  
To be authorised as absent from school from \_\_\_\_\_

**Section B**

Does this leave of absence also affect a sibling who currently attends local primary school? Choose an item.  
If you have answered yes, please complete the following: Sibling name: \_\_\_\_\_ School name: \_\_\_\_\_

**Section C - Please explain why you are applying for an authorised absence and the **circumstances** which make your application **exceptional**. Please do not increase the size of this section so that this document increases over A4 size.**

**Section D**

I am the parent/carers with whom the pupil normally resides. The information I have given on this form is correct.  
Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Section E – For school use only**

Date received on: [Click here to enter a date.](#)

Named pupil attendance: \_\_\_\_\_ Internal letters: Nil:  L1:  L2a:  L2b:  L3:  Tr:

**Section F – Outcome of request for Head of School use only.**

- Request approved and to be coded as 'other authorised circumstances' (C)
- Unable to approve request as the circumstances are not considered to constitute an exceptional reason in accordance with Hampshire and National guidance. Any absence during this period will be coded as unauthorised and may be subject to a penalty notice for non-attendance being issued. In which case this form serves as a penalty notice warning.

If you would like guidance on any of the above please visit <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Yours Sincerely,

Ms T Wilden  
Headteacher

HEADTEACHER • MS T. WILDEN B.A. (HONS)

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