



Millbrook Primary School Absence Request Form

Due to recent Government amendments to DfE regulations regarding absence requests from parents, **Headteachers are no longer permitted to authorise any leave or absence from school unless the circumstances are “exceptional” relating to a “one off” isolated situations.**

“Exceptional” circumstances no longer cover:

Holidays of any description, unless necessitated by work contracts.

Family birthday celebrations.

Visiting relatives abroad.

If the school refuses your request, and the child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child’s attendance record, Unauthorised absences **may** result in a penalty notice. These amendments came into force on 1st September 2013.

Child(ren)’s Name	Class	Year Group

Requested absence date/s (inclusive):

From To

Detailed Reason:.....
.....

My Exceptional Circumstances are:.....
.....

Number of school days child(ren) will be absent from school days

Signed:.....Parent/Guardian

Print Name:.....Date:.....

HOLIDAY REQUEST APPROVAL/REFUSAL

(To be completed by the Head Teacher)

Attendance rates to end of last week	<hr/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text" value="%"/>	<hr/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text" value="%"/>	<hr/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text" value="%"/>
Number of day's absence previously authorised this year	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>

Holiday request: **Authorised** Holiday request: **Unauthorised**

Your request for authorisation of absence during term time has been carefully considered but unfortunately it has not been possible to authorise it for the following reasons:

- Circumstances do not meet the criteria to qualify as "exceptional".
- The proposed absence is during exams/standard assessment tests.
- The proposed absence is considered to be detrimental to your child's education because

- The leave has not been requested in advance.

Signed:Mrs K Pyman (Headteacher)

Date: