**Application for Authorised Absence, other than through illness**

This form is to be completed by the Parent/Carer and forwarded to the Headteacher **at least 10** **school days** before the period of absence.

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| Parents no longer have the right to remove children from school for reasons other than illness. In accordance with legislation, absences can only be authorised in exceptional circumstances. Please refer to our attendance policy for further details.  Name of child/children: |
| Dates of absence: |
| Exceptional circumstances requiring absence during term time. |
| **I understand that taking my child out of school will result in work being missed and will affect the learning and achievement of my child.**  Signed: Date:  (with parental responsibility) |
| **Notes:**   1. **Separated Families**   Where parents are separated, leave of absence cannot be granted unless both parents with parental responsibility agree to the request being made.  Leave of absence request forms signed by one parent must be accompanied by a letter of consent form with other parents.   1. **Work Commitments**   Requests must be accompanied by a letter from the employer explaining why holiday cannot be taken on term time. |