



EXCEPTIONAL LEAVE OF ABSENCE REQUEST

From 1st September 2013, the Government amended the England (Pupil Registration) (England) Regulations 2006. Head teachers may only grant leave in 'exceptional circumstances' only. If you take your child out of school and the absence is not agreed by the head teacher, this will be recorded as **unauthorised absence**. The school will notify Herefordshire Council and you may face a Fixed Penalty Notice and/or other legal action. The Fixed Penalty Notice is £60 per parent/carer per child which rises to £120 per parent/carer per child if not paid within 21 days. There is no appeal against a Fixed Penalty Notice. Failure to pay a Fixed Penalty Notice may lead to legal proceedings under the Education Act 1996 section 444(1).

Requests for absence should be made to the headteacher **four weeks** before the planned leave.

Child's name:	DoB:	Class:
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Leave of absence date from:	Date to:	
Total number of days:	Total number of sessions (2 per day):	
Reason for <u>exceptional</u> leave of absence:		



Details for both parents/carers	Parent/carer 1	Parent/carer 2
Title:		
Surname:		
Forename:		
Relationship to child:		
Address:		
Phone number:		
Email:		
Child resides with ?		
Signature:		
Date of request:		

Office use only:

Date of decision:		
Decision:	Authorised	Unauthorised
Reason:		