

Request for Pupil Leave of Absence in Term Time in Exceptional Circumstances

**Year 7 – Mrs Shuker
Years 9 & 10 – Mrs Lee
Years 8 & 11 – Mr Bird**

Individual applications required for each child.

Headteachers can only authorise any absence when an application has been made in advance by the parent/carer with whom the child is normally resident and it is felt to be for an exceptional circumstance. An annual family holiday would not be deemed an exceptional circumstance.

- Leave of Absence cannot be granted retrospectively.
- Request to be made at least 5 days in advance.

Full name of child _____ Reg: _____

Address: _____

Reason for application and dates _____

Date of Absence _____

Parent's forename _____ Surname _____

Parent's forename _____ Surname _____

Signature of parent(s)/carer(s) _____ Date: _____

The headteacher may take into account:

- It is highly unlikely that the event will occur again in a child's school life.
- It is necessary for the child to be in attendance at the event.
- The event **cannot** be organised outside of the school term.
- Taking part in the event will be of greater value to the child than attending school.

Office use only

Authorised _____ days

Unauthorised _____ days

SignedHead of Year

Current Attendance: Date:.....

WARNING

If this requested period of absence has not been authorised, details will be passed to Shropshire Council's Education Access Service. The Council may, in the following circumstances, issue a formal Warning, serve a Fixed Penalty Notice or take court action in respect of non-school attendance for this and any future unauthorised absence:

- Parents have not sought permission from the headteacher before taking their child out of school for a holiday in term time.
- The headteacher has refused the request but the absence occurs anyway; or
- A pupil has not returned to school by the agreed date with no satisfactory explanation.