

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

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.

Full name of child(ren) _____ Address: _____

Date(s) _____ No. of School Days _____
 Reason for application _____

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 No. of School Days

Authorised Unauthorised

Signed(Headteacher) Date:

WARNING

If this requested period of absence has not been authorised, details will be passed to Shropshire Council's Education Access Service. In any of the following circumstances:

- 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,
- A pupil has not returned to school by the agreed date with no satisfactory explanation,

the Council may, 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.