



Request for Pupil Leave of Absence from School in Exceptional Circumstances

Full name and class of child(ren): _____ Address: _____

Reason for application: _____

Dates: _____ to _____

Number of days: _____

Full name of parent(s)/carer(s): _____

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

Date: _____

Office use only attach attendance certificate

Authorised Unauthorised

Comments _____

Signed: Date:

- The headteacher will consider the following points before authorising leave.
1. The child's previous attendance history.
 2. The age of the child(ren).
 3. The child's stage of education.
 4. The time of year (SATS or exams).
 5. The nature of the trip (an exceptional experience)

Return to parents

Response to request for pupil absence Authorised Unauthorised

Name of child(ren): _____

Comments: _____

Signed: _____ Position: _____ Date: _____

Request for Pupil Leave of Absence from School in Exceptional Circumstances

This form should be used by parents wishing to request an exceptional leave of absence from school for their child/children

Section 444 of the Education Act law states that it is an offence to fail to make sure your child goes to school regularly. Parents do not have the right to take their child out of school for holidays in term time and leave of absences can only be authorised by a Head Teacher in exceptional circumstances.

Holidays in school time are discouraged by St Giles CE Primary School in line with the Local Authority and government policy, because they disrupt children's learning and education. Parents are asked to seriously consider the educational implications for their children, and also the impact for other children within the class, before making an application. Research shows that consistent attendance is crucial in giving children the best chance of success.

Examples of circumstances which may be considered to be exceptional include the following:

- The serious illness/death of a close relative
- Parents in the armed forces who are between periods of active duty

If your child has accumulated other absences, or there have been previous requests under exceptional circumstances, the request will be less likely to be approved. Retrospective requests for leave of absence will not be authorised. Unfortunately, family holidays during term time for reasons of finance or convenience are not considered exceptional.

If your request for leave of absence is not authorised and you decide to take your child out of school you will automatically receive a Warning Notice Letter from the Education Access Service and may incur a fine.

Every School Day Counts!

