



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:
_____	_____
_____	_____
_____	_____

Reason for application and dates _____

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 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. 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

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 and 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 may incur a fine from the Education Access Service.

Every School Day Counts!

