



Request for Student 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 student has not returned to school by the agreed date with no satisfactory explanation