

Office use only:

Child's/children's attendance figures: _____ (please attach detailed attendance record/s)

Authorised

Unauthorised

Comments _____

Signature: _____ Position: _____

Date: _____

This leave of absence form has been agreed, and is used, by the following local schools:

Clive CE Primary School
Lower Heath CE Primary School
Prees CE Primary School
St. Mary's CE Primary School, Shawbury
Thomas Adams Secondary School
Whitchurch CE Infant school
Whixall CE Primary School

Hadnall CE Primary School
Newtown CE Primary School
Sir John Talbot's Secondary School
St. Peter's CE Primary School, Wem
Tilstock CE Primary School
Whitchurch CE Junior School

 North Shropshire
Teaching School Alliance

Request for Pupil Leave of Absence From School In Exceptional Circumstances

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

The law states that parents do not have the right to take their child out of school for holidays in term time and that leave of absence should only be authorised in exceptional circumstances by the headteacher.

Holidays in school time are discouraged by schools in the North Shropshire Teaching School Alliance, 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!



 North Shropshire
Teaching School Alliance

Full name/s of child/ren:	Address:
_____	_____
_____	_____
_____	_____
Full name of parent/carer requesting leave of absence (please print):	

Signature of parent/carer requesting leave of absence:	

Today's date: _____	

Please give full details of the event that you would like your child to attend:

Please state the exact date/s of the event: _____
Please state the dates you would like your child to be absent from school:

Please state the reason why this constitutes 'exceptional circumstances' and why your child cannot undertake this activity during the school holidays:

If there are other siblings at other local schools who are also involved in this activity and have had a similar request made, please indicate which school/s they attend (please include secondary schools):

I understand that:
<ul style="list-style-type: none">• on receiving my application, the headteacher may contact me for further information about this request,• if my request is not authorised and I still take my child out of school the Education Welfare Service will be informed.
Please sign to say you have read and understood the above, and the information on the front of this form: _____

Office use only:
To be returned to parents:
Response to request for leave of absence in exceptional circumstances
Authorised <input type="checkbox"/> Unauthorised <input type="checkbox"/>
Name/s of child/ren: _____
Comments _____

Signature: _____ Position: _____
Date: _____