Oakmeadow Primary School

Shropshire Council

## 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**