

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 Headteacher in exceptional circumstances.

Holidays in school time are discouraged by Woodfield Infant School and St George's Junior 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!



Full name/s of child/ren: _____ Address: _____

Full name of parent/carer requesting leave of absence (please print):

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 (continue on another sheet or attach further details if necessary):

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

I understand that:

- 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 at the Local Authority 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 Unauthorised

Name/s of child/ren: _____

Comments _____

Signature: _____ Position: _____

Date: _____