



THE CORBET SCHOOL

Headteacher Dr Jane Tinker BSc MA(Ed) EdD NPQH

Request for Pupil Leave of Absence in Term Time in Exceptional Circumstances

Please note that this form does not need to be filled in for requests to attend funerals which can be notified by letter.

The law states that the parents are compelled to ensure that their child attends school unless there is reasonable excuse for non-attendance.
The Corbet School comply with Education Regulations around Leave of Absence.
Family holidays during term time are not deemed an exceptional circumstance.

The headteacher can only authorise an 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 exceptional circumstances.

In normal circumstances the school requires a minimum of **3 Weeks' Notice** for the request for Leave of Absence and will **aim** to make a decision within 10 working days.

Please note that unless the headteacher considers there to be exceptional and valid reason(s) then Leave of Absence will be not be authorised.

Date(s) Requested: From: _____ To: _____ Total Days: _____ (not including weekends)

First Child's Name: _____ Tutor Group _____

Second Child's Name: _____ Tutor Group _____

Third Child's Name: _____ Tutor Group _____

Address: _____

Telephone: _____

The special circumstances you would like to be taken into consideration are: _____

I understand that if this application is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Truancy Penalty Notice.

Signed 1st parent/carer: _____

Signed 2nd parent/carer: _____

Printed Full Name: _____

Printed Full Name: _____

Date: _____

Date: _____

Office use only

Current Attendance% _____ Previous Leave of Absence Request: YES/NO Previous EWO involvement: YES/NO

Comments: _____

Authorised [.....Days] Unauthorised [.....Days] EWO informed

Signed Date:

Leave of Absence Request Response Slip - Name of pupil(s): _____

Authorised Number of Days: _____

Unauthorised Number of Days: _____

Comments -- _____

Signed

Position: Attendance Officer

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 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.**

Procedure

- Parents to read through thoroughly and complete the request for Leave of Absence form, stating the exceptional circumstances to be taken into consideration.
- Return the whole form to Reception or the School Office.
- The school **aims** to inform parents of the decision within 10 working days via return of the reply slip.
- If the Leave of Absence is not to be authorised the **EWO will receive a copy of this communication as well as you, the parents.** In such cases a formal warning notice will be served.
- If a warning has been served and the holiday is taken and the conditions are in line with the Code of Conduct a Truancy Penalty notice will be served.
- If the Truancy Penalty Notice is not paid the Local Authority will prosecute for the absence under the Code of Conduct.

STOP – PAUSE – THINK
about the effect Leave of Absence in term time has on your child

- Any term-time absence clearly has an impact on any child's education which can be critical in some year groups and especially at certain times of the year.
- Leave of Absences in term time are not a right and will not normally be granted. Holiday prices, and the fact that parents have booked a holiday before checking with school, are not special reasons.
- Absences in term time are extremely disruptive for both pupils and teaching staff and are actively discouraged by the school and the Local Authority.
- Leave of Absence will not be granted retrospectively.
- The decision will be made following Education Regulations.
- The final decision rests with the school.