



Shropshire  
Council



THE CORBET SCHOOL

INSPIRE • ACHIEVE • SUCCEED

### 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. **A 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 attend 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: 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.