



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) and tutor group

Address:

Reason for application and dates _____

Total days off school _____

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.