

**Request for Pupil Leave of Absence From School In Exceptional
Circumstances**

Full name of child(ren):

Address:

Reason for application and dates:

Full Name of parent(s)/carer(s): _____

Signature of parent(s)/carer(s): _____ Date: _____

Office use only attach attendance certificate

Authorised Unauthorised

Comments: _____

Signed: Date:

The headteacher will consider the following points before authorising leave: the child's previous attendance history, the age of the child(ren), the child's stage of education, the time of year (SATS or exams) and the nature of the exceptional experience.

Advice from Shropshire Council's Education Access Team is that 'exceptional circumstances' include circumstances where:

- It is 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.
- The event is necessary to the health and wellbeing of the child.
- Taking part in the event will be of greater educational value to the child than attending school.

.....
Return to parents

Response to request for pupil absence

Authorised

Unauthorised

Name of pupil(s) _____

Comments _____

Signed

Position:.....

Date