



The Priory School

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Request for Leave of Absence From School 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 Priory School comply with Education Regulations around Leave of Absence.

Family holidays during term time are not deemed an exceptional circumstance.

In normal circumstances the school requires a minimum of **2 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 school 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:

Name of pupil(s): _____

Authorised Number of Days: _____

Unauthorised Number of Days: _____

Comments _____

Signed Position: Date

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.
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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.