



Meir Heath Primary School

Application for Pupil Leave Of Absence for Exceptional Circumstances

Child's Name.....

Class.....

Proposed first date of absence from school.....

Proposed Last date of absence from school.....

Reason for Application (evidence may be required) :

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.....
.....
.....

Signature of Parent/Carer.....

Date.....

Please note a normal family holiday is not classed as exceptional circumstances and so an absence taken is likely to be unauthorised.

Guidelines issued by Staffordshire County Council specify that Penalty Notices may be considered if the following criteria is met:

- ***For unauthorised absence related to leave of absence (holiday during term time) of over 10 sessions (5 school days).*** These unauthorised absences do not need to be consecutive and will be calculated from the previous and current terms. This guideline is intended to ensure that any leave of absence is taken at the designated times (during school holiday periods).