



### Application for Exceptional Leave of Absence

The Department for Education has advised schools to only authorise leave of absence in 'exceptional' circumstances, hence Stadhampton Primary School will not approve any absence in term time, except in such circumstances. The Headteacher will determine whether the reason given for requesting leave of absence is exceptional or not.

Please also note that there is no automatic right to take holidays in term time nor will your child/children's overall attendance affect the Head teacher's decision.

Please complete the section below and return to school at least 4 weeks before the requested absence. School will endeavour to respond to your request within 10 school days.

Please note that taking your child away during the school term is detrimental to their educational progress. If leave of absence is taken without approval, this information may be passed to the County Attendance Officer and a Penalty Notice may be issued without further warning.

Payment of a Penalty Notice within 21 days is £80 per parent / carer per child; between 22 and 28 days it is £160. Penalty notices are issued to each parent, per child.

Further details are available on the school website in our Attendance Policy. Please think carefully before deciding to request exceptional leave.

#### Complete 1 form per child

Name of pupil:			
Date of birth:			
Year group/class:			
Address:			
Leave request from:		Leave request to:	
Reason for exceptional leave:			
Name of parents/carers applying for absence:			
Signature:			

This is an example of the number of lessons your child will miss. Remember these will not be repeated.

1 days absence = 6 lessons missed	3 days absence = 18 lessons missed
1 weeks absence = 30 lessons missed	2 weeks absence = 60 lessons missed

Exceptional leave absences which have not been agreed by our school will be marked as unauthorised absences.

#### For School Use

Any previous exceptional leave (any academic year)	Yes/No	No. of days:
Meeting arranged with parent/carer	Yes/No	Date:
Request authorised	Yes/No	Date: