Newton Primary School

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Headteacher: Miss C Bignell

Exceptional Leave of Absence Form

Department of Education - National Framework for School Attendance

As of 19th August 2024, the Department of Education imposed new regulations regarding leave of absence.
A leave of absence should not be granted unless there are exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure or recreation or unforeseen circumstances would not constitute an exceptional circumstance.
The Head teacher will determine what constitutes an exceptional circumstance on an individual basis. It should be noted that if the application for 'Exceptional Leave of Absence' is declined and the absence occurs for a consecutive 5 or more unauthorised days, then school will apply to the Local Authority for a Fixed Penalty Notice to be **issued to each parent/carer.**

Data on unauthorised and authorised absences is collected by the DfE. Local authorities and schools are obliged to monitor attendance and take action as deemed necessary.

If you consider your circumstances to be exceptional, please provide these details to the school, at least two weeks beforehand.
Further information can be obtained from the school office – please see one of the Attendance Champions, Miss Jones or Mrs Hodges.

Pupil's name: ..... Class:.....

Dates of absence: From..... To..... (inclusive)

Reason: .....
.....
.....
.....
(Continued on next page)

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Please attach evidence to support your request when submitting this form. Evidence that is not included may result in your request not being processed within the time frame.

Name of Parent:.....Signed: .....

Date: .....

.....

For school to complete:

Explanation meets criteria: Yes / No

Appointment necessary: Yes / No If yes, please contact the school to make an appointment.

Absence to be coded as:

Signed.....(Headteacher/Deputy Headteacher)
Date .....

Form to be copied for parent and a copy to be retained by the school.