

Appendix 3: Exceptional Leave Request Form

Guidance from Nottingham City Local Authority

Working together to improve school attendance states “the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.”

There is no entitlement in law for any leave of absence from school in term time. Taking leave in term time will affect your child’s schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

All applications for a leave of absence must be made in advance to the Headteacher and will only be considered if there are exceptional circumstances. In deciding the school will consider the circumstances of each application individually. The Headteacher will be the final arbiter as to the authorisation of any leave.

Any period of leave taken without the agreement of the school, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Previous good attendance or your child’s education ability are not considered when the school make the decision. If you have siblings at other schools, you must seek permission from all the schools, and it is possible that one school may grant it, and another may not.

If exceptional leave is agreed, you will receive a letter from the school. If you do not get a letter **DO NOT** assume that permission has been granted. Only the headteacher can decide if they will grant exceptional leave – **no one else in school has permission to do so** and leaving an application form is not permission to take leave.

If leave has been granted and a child returns late outside of the agreed dates either before or after, the school will reserve the right to unauthorise the entire period of leave taken.

Any leave during term time can only be authorised by the Headteacher under *exceptional circumstances*. If parents/carers wish to apply for term time leave under exceptional circumstances a request form must be completed by the parent/carer, clearly stating what the exceptional circumstances are, and given to the Headteacher for consideration no less than 20 days prior to the requested leave begins. The school will inform parent/carers in writing, within 10 days, whether the leave has been authorised. It will be made clear why a decision has been made.

If an unauthorised holiday is taken consideration will be given to issuing a Penalty Notice. At the Headteacher’s request, the Local Authority will issue the Penalty Notice and inform the school of the outcome.

Please return this form to the Headteacher 20 days prior to the requested leave begins

NAME OF PUPIL		CLASS	
		TEACHER	
Dates of Proposed absence – FROM (Insert first date of absence)		Dates of Proposed absence – TO (Insert last date of absence)	
Total number of days child would be absence			
I request leave of absence for the above-named child due to the following exceptional circumstance(s) Please attach additional information, if required.	<i>Please see the attached guidance for parents before writing the reasons.</i>		
Please state destination during absence			
Accompanying adults and their relationship to child			
Is there anything else that you feel would enhance the above			
I/ we agree to the terms and conditions outlined within the Exceptional Circumstances policy of Rosehill School.			
I/we understand if we do not provide sufficient information to support the risk assessment the school can decline this request.	Signed (Parent/Carer): Date:		