



Eccleston C.E. Aided Primary School
"Let your light shine" - Matthew 5:16

Exceptional Leave of Absence Form
Department of Education – National Framework for School Attendance

As of 19th August 2024, the law ceases to include a leave of absence for a family holiday. 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 would not constitute an exceptional circumstance. The Headteacher 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 period of 5 or more unauthorised days, then school may 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 Department for Education. 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.

Pupil’s name: Year:

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

Reason:
.....

Name of parent:

Signed: (parent/carer) Date:
.....

For School to complete:

Explanation meets ‘Exceptional’ criteria: Yes / No

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

Absence to be coded as:

Signed: (Headteacher) Date:

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