



## WOODLANDS PRIMARY SCHOOL

Headteacher: Dr Victoria Carr, BA Hons QTS, MA, NPQH, MA, EdD.

### EXCEPTIONAL LEAVE OF ABSENCE REQUEST

As of 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 and recreation would not constitute an exceptional circumstance.

If your request is for a child of Statutory School Age, and is for a period of 5 school days (10 sessions) or more, the law stipulates that the current penalties payable by parents are £160 if paid within 28 days reducing to £80 if paid within 21 days per parent/carer per child. If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of a first Fixed Penalty Notice, the second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days. Once two Fixed Penalty Notices have been issued, if a 3rd unauthorised leave of absence occurs within a 3-year period, the Local Authority is able to move to prosecution immediately.

If you are requesting an absence of less than 5 full days (10 sessions) for a child of Statutory School Age, and the absence is extended for any reason, including illness or delayed travel, you will be asked to provide evidence of your absence. If evidence is not provided and the absence is 5 days or more your file may be passed to the fines team.

**This form must be completed and returned to school at least 4 weeks in advance of the first day of absence.**

I wish to apply for exceptional leave of absence for:

Name of child/ren ..... Class/es .....

First day of absence ..... Date of return to school.....

Total number of days of school absence requested .....

Reason for absence:.....

**If there are any extenuating circumstances to support your request, please state them on the reverse of this form.**

Name of Parent/Guardian requesting absence

Print ..... Signature.....

Relationship to child .....

Email address for response .....

Date of request .....

For office use only

Date request was received by school.....

This request for exceptional leave is authorised / unauthorised.

Code to be applied and comment .....

Signed ..... Date.....