



Woodfall Primary and Nursery School

Application for Exceptional Circumstances

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 and recreation would not constitute an exceptional circumstance. Head Teachers are only empowered to approve a leave of absence when it is requested in advance by the parent or carer with whom the child resides and when circumstances of the requested leave are 'exceptional'.

The Head Teacher and the Governing Body will determine what constitutes an exceptional circumstance on an individual basis. If parents/carers need to request Exceptional Leave of Absence, they must complete an 'Exceptional Leave of Absence' form available from the school office. It should be noted that if any application is declined and absence occurs of a consecutive 5 or more unauthorised days, then school may apply to the Local Authority for a Fixed Penalty Notice to be issued to each parent/carers.

The following will not be deemed to be exceptional circumstances:

- **Family holiday**
- **Availability of less expensive holiday**
- **Availability of holiday accommodation**
- **Parent/carers' working commitments**
- **Holiday pre-booked by another family member**

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid. The Governing Body is responsible for ensuring any attendance issues are dealt with in line with school policy.

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Name of Child/Children	
Requested Dates for Leave of Absence	
Exceptional Circumstances	
Name	
Date	
Outcome/Response from School	