

Overleigh St Mary's CE Primary School

Old Wrexham Road, Handbridge, Chester CH4 7HS
Tel: 01244 267525
Email: admin@osm.cheshire.sch.uk
Website: www.osm.cheshire.sch.uk
Headteacher: Emma Drew



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 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 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 DofE. 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.

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

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

Reason:
.....
.....
.....

(Continued on next page)

Overleigh St Mary's CE Primary School

Old Wrexham Road, Handbridge, Chester CH4 7HS
Tel: 01244 267525
Email: admin@osm.cheshire.sch.uk
Website: www.osm.cheshire.sch.uk
Headteacher: Emma Drew



.....
.....
.....

Please attach evidence to support your request when submitting this form.

Name of parent..... Signed:.....(parent/carer)

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) Date

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