

Appendix 1 – Exceptional Leave of Absence Form

Parents/carers should complete this form in advance of the requested absence. Approval is not automatic and will only be granted where the Headteacher considers that exceptional circumstances apply.

Important reminders about good attendance

- Regular attendance is essential. Good attendance supports your child's learning, progress, wellbeing, friendships and safeguarding.
- Children should attend school every day that they are well enough and are expected to attend. Even a small number of days missed can affect learning and attendance.
- The school strongly advises families to plan holidays and other leisure activities during the school holidays.
- A holiday during term time is generally not considered an exceptional circumstance. Requests made because a holiday is cheaper, more convenient, or because it is the only time the family can travel will normally be refused.
- Submitting this form does not mean that the absence has been authorised. Parents/carers should wait for the school's written decision before making arrangements.
- If leave is refused and the pupil is absent, the absence will normally be recorded as unauthorised. Where the statutory threshold is met, the school may refer the matter to Hillingdon Council for consideration of a penalty notice.

Examples of reasons that would NOT normally be considered exceptional

- Family holidays, including holidays arranged because they are cheaper during term time.
- Days out, leisure trips or recreational activities.
- Birthdays or family celebrations.
- Shopping or purchasing school uniform or other items.
- Haircuts, beauty appointments or similar routine personal/dentist appointments.
- Routine family visits or visiting relatives where there are no exceptional circumstances.
- Arrangements or appointments that could reasonably be made outside school hours.
- A sibling's school being closed for an INSET day or other planned closure.
- Parents' work or employment commitments where alternative arrangements could reasonably be made.
- Using term time because the family has limited opportunities to travel during school holidays.

Examples of circumstances that may need to be considered individually

- A serious or significant family emergency.
- A significant bereavement or other exceptional family circumstance.
- Other circumstances which the Headteacher considers to be genuinely exceptional after considering the individual circumstances and the impact on the pupil.
- Specific activities such as music examinations, 11+ examinations or visits to potential secondary schools should be discussed with the school in advance and supported by confirmation from the relevant school or organisation. These are not automatically authorised and will be considered under the appropriate attendance rules.

Pupil name(s)	
Class / year group	
Parent/carers name	
First day of requested absence	

Last day of requested absence	
Total sessions/days requested	
Reason for request – explain the exceptional circumstances	
Supporting evidence attached	Yes / No
Parent/carer signature and date	

Headteacher decision:

Decision	Granted / Refused
Reason / considerations	
Dates authorised	
Attendance code(s) to be used	
Headteacher signature / date	