

Headteacher
Mr James Kilsby
BSc Hons
Deputy Headteachers
Miss Jessica Scott
BA Hons
Mrs Rebecca Cole
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Mr Richard Moore
B. Ed Hons



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REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE

Date of Request: _____ Class: _____

Name of Child: _____ DOB (if EYFS): _____

First day of absence: _____ Last day of absence: _____

Nature of 'Exceptional Circumstance' (please refer to Cottenham Primary School Attendance Policy).

If the absence is due to a medical or dental appointment, please attach the appointment card or letter as evidence of the appointment.

Declaration:

I have read the Cottenham Primary School Attendance Policy and I understand that I/we may receive a fixed Penalty Notice if my/our child(ren) receive(s) unauthorised school absence as a result of this request.

Signed _____ Parent/Carer

FOR OFFICE USE ONLY

Absence authorised/unauthorised

Reason for decision:

Signed _____ Headteacher/Deputy Headteacher Date _____



Guidance

Department for Education (DfE) guidance, October 2014, states “*Headteachers should not grant leave of absence unless there are **exceptional circumstances**. The application **must be made in advance** and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Headteacher’s discretion*”.

Exceptional Circumstances

Leave of absence can be authorised for the following reasons:

- Days of religious observance
- Participation in a supervised sporting activity
- Gypsy, Roma and Traveller absence for occupational purposes

Other exceptional circumstances, warranting authorised leave of absence, have been agreed by the Headteacher and governors of Cottenham Primary School to include:

- The death of a close relative
- Attendance at a funeral
- Respite care of a looked after child
- A housing crisis which prevents attendance
- Participation in a supervised activity/performance important to a child’s specific high ability
- Visits to another school where she/he may/will eventually attend
- To visit a dying relative

Penalty Notices

Both parents who live together and have day-to-day care and also any absent parent who has frequent contact with the child and is named in the child’s school records, may receive a fine for each of their children. This will include parents who allow their child to go on holiday with another family member or friend of the family.

Penalty Notices are issued by Cambridgeshire County Council and amount to £60 per child if paid within 21 days or £120 if paid within 28 days.

Please refer to the “Cottenham Primary School Attendance Policy” and/or “Penalty Notices Non-School Attendance Cambridgeshire County Council Local Authority Code of Conduct” for further information.

