



# Oughtibridge Primary School

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Headteacher: Helen Adams | Deputy Headteacher: Gemma Shelton



Dear Parent/Carer,

Please see this reminder regarding the Exceptional Leave Policy.

## Exceptional Leave Requests

Requests for leave during term time will only be considered in *genuinely exceptional circumstances*. Routine family holidays, travel, or events that can reasonably be arranged outside of term time **cannot** be authorised.

## Notice Period – 20 Days

To allow the school adequate time to review your request, we require a minimum of **20 days' notice**. Requests submitted with fewer than 20 days' notice may not be processed in time and are likely to be unauthorised.

## Safeguarding Requirements – Location & Contact Details

As part of our safeguarding duties, the school must know where pupils will be during any period of absence, even when leave is authorised.

Therefore, all Exceptional Leave Request Forms must include:

- The **full address** where your child will be staying
- A **contact telephone number** that can be used throughout the leave period

This information ensures the school can fulfil its duty of care while your child is away from the site.

## Submitting a Request

Please complete the Exceptional Leave Request Form—available by email or from the school office—and return it with all required information. You will receive written confirmation once your request has been reviewed. If you have any questions or would like to arrange a meeting with Mrs Adams, please do not hesitate to contact us.

Many thanks,

Mrs Helen Adams

