



## Application for leave of absence for exceptional circumstances

Our school policy is not to authorise any absence during term time.

However, in exceptional circumstances, the Headteacher may consider your request.

Please ensure you have read the guidance below carefully before completing the request for leave; and then return to the Headteacher for consideration.

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

**Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1<sup>st</sup> September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to back up your request.

### **Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice**

Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision.

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I would like to request leave of absence for:

Name of Child: .....

Dates from: ..... to: .....

Please state reason:

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Date: ..... Signature of Parent/Carer: .....



## Application for leave of absence for exceptional circumstances

### For school use only

Current % attendance of child: .....

Has this child taken any other leave this academic year: YES / NO

Notes:

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### Headteacher decision:

Authorised by Headteacher

Not Authorised by Headteacher

Headteacher Signature: .....

### Office Checklist:

Inform parents by letter, date letter done .....

Penalty Notice issued YES / NO

Notes

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