



Application for leave of absence for exceptional circumstances

Please read the following guidance carefully.

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period in order not to disrupt your child's education. During the academic year, pupils are at school for 190 days and at home for 175 days.

In line with other Surrey schools, it is our policy not to authorise leave of absence in term time unless there are exceptional circumstances.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 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 eg: proof of company annual leave policy.

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 the Local Authority considering legal proceedings against you and issuing you a summons to appear at the Magistrates Court.

Please note that any absence for illness that runs before or after this absence will not be authorised without medical evidence and could result in the absence becoming 5 days or more.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision within five days. For further information, please refer to our School Attendance Policy which is on the school website.

Name of child:	Class:
Address of parents (including child)	
I am applying for leave of absence for my child for	
from:	to:
Number of school days:	
This cannot be taken during the school holidays because:	
Has your child already had leave of absence in this school year? YES / NO	
If YES, please give dates and details:	
I also have children at...	
Signed: (Parent/Carer)	Date:

To be completed by the Headteacher

Child's attendance level over the last 12 months:		
Overall school target for attendance this year is		100%
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed:		Date:
(Headteacher)		