



## 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. 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 1st 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 as early as possible and **at least 2 weeks** before the beginning of the requested absence 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. A copy will then be sent to you to indicate whether or not this request for leave of absence has been authorised

**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. For further information, please refer to our School Attendance Policy.

<b>Name of child:</b>		<b>Class:</b>
I am applying for leave of absence for my child		
From (dates):		to (dates) :
Number of school days/sessions: 1 day= 2 sessions (Morning and Afternoon)		
The exceptional circumstances for which leave is requested:		
This form is shared with the Headteacher, Office Staff and Class Teacher. If the reason for this absence is confidential, and should not be shared any further, e.g. if your child is unaware of the circumstances – please indicate this here:		
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 (school name):		
Signed:		(Parent/Carer)      Date:
<b>To be completed by the Headteacher:</b>		
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)

**For Office Use Only:**

Date form received		Copy of form given to class teacher
Information entered into SIMs?		Copy of form returned to parent/carer

