

Name of child:	Class:
Reason I am applying for leave of absence for my child:	
From:	To:
Number of school days:	
The exceptional circumstance for which leave is requested is:	
Has your child already had leave of absence in this school year?	Yes/No
If yes please provide details:	
Signed:	Date:
parent/carer	
Current Address: Mother/Carer	Current Address: Father/Carer
Postcode:	Postcode:

<b>To be completed by the Head of School</b>	
Child's attendance level over the last 12 months:	%
Our overall school target for attendance this year is	%
Approved (The absence will be recorded as authorised.)	
Not approved (the absence will be recorded as not authorised.)	
Signed:	Date:

<b>FOR OFFICE USE</b>	OUTCOME SCANNED AND SENT TO PARENTS	PARENTS CONFIRMED RECEIVING SCAN	PARENTS HANDED, FORM IF NO EMAIL SENT TO SCHOOL
DATE:			

## Application for leave of absence for exceptional circumstances

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 states that Head of School may not grant any leave of absence during term time unless there are exceptional circumstances. The Head of School 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 Head of School 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 Head of school 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.