

## 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 School Attendance (Pupil Registration) (England) Regulations 2024, which became law on 1<sup>st</sup> September 2013, states 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.**

### **Unauthorised absence of 5 days (10 sessions) 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 £80, per child per parent/carer, if paid within 21 days or £160 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. **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.

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.

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



<b>Name of child:</b>	<b>DOB of child:</b>
<b>Address:</b>	<b>Year Group:</b>
I am applying for leave of absence for my child from: _____ to: _____	
Number of school days: <i>Please note: 1 full day = 2 sessions</i>	
The exceptional circumstances for which leave is requested:	
Has your child already had leave of absence in this school year? YES/NO	
If YES, please give details:	
I also have children at:	
Signed: (Parent/Carer)	Date:

<b>TO BE COMPLETED BY THE HEADTEACHER</b>	
Child's attendance level over the last 12 months:	
Our overall school target for attendance this year is:	<b>97.9%</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: (Headteacher)	Date:

