Request for Leave of Absence in Exceptional Circumstances Form

Proud to Belong

Please read the following guidance carefully. As a parent, you have a legal resonsibility to ensure your child's attendance at school. **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.**

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.

Please complete and submit this form if you would like 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. For further information, please refer to our School Attendance Policy.

Name of Child:	Class:
I am applying for leave of absence for my child from: to: *inclusive*	
Number of school days that will be missed:	
The exceptional circumstances for which leave is requested: *(If you are travelling abroad please list which country/countries you will be visiting as self isolation may be required)*	
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 the following school(s):	
Signature of Parent/Carer:	Date:

To be completed by the Headteacher		
Child's attendance level for the current year: %		
Having consider 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: