

Application for leave of absence for exceptional circumstances



As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. 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 state that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head Teacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please fill in this form if you want the Head Teacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request.

Unauthorised absence of 5 days or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of **£160.00 per parent/carer per child**, if paid within 28 days. This will be reduced to **£80.00** if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of **£160.00 per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the penalty notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice since the first penalty notice was issued, then you will **not** receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

The Head Teacher will consider the reasons for the request carefully and you will be notified of the decision. In the absence of a decision, parents/carers cannot assume that permission for the absence has been given.

For further information, please refer to our school Attendance Policy

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| Name of child: (One child per form) | Class: |
| Home address: | |
| I am applying for leave of absence for my child: First day of absence: _____ Last day of absence: _____ | |
| Number of school days absent: _____ | |
| The exceptional circumstances for which leave is requested: | |
| Has your child/children already had leave of absence since 01 September 2024 resulting in a Penalty Notice being issued to you (applicant) or any other parents/carer? YES / NO | |
| If YES, please give dates and details: | |
| I also have children at: | |
| First Parents full name: Address: Signature Date: | Second Parents full name: Address: Signature Date: |

| To be completed by Attendance Lead | | |
|--|--|---|
| 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: (Attendance Lead) | | Date: |
| Address: | | |

For office use only:

| | Date | Staff initials |
|--|------|----------------|
| Date parent given form | | |
| Date parent informed of possible fine | | |
| Method of communication | | |
| Date form received by campus office | | |
| Date form received by attendance officer | | |
| Attendance marks pre-populated in Arbor | | |