



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, 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 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 validate your request.

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

1. If you have not incurred a penalty notice relating to this child/children since 19th August 2024, then the penalty notice will be charged at a rate of £80.00, **per child per parent/carer** if paid within 21 days, rising to £160.00 if paid after 21 days but within 28 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 first penalty notice and the second penalty notice will be charges 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 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 s444 Education Act 1996.

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

Name of child:	Class:
I am applying for leave of absence for my child	
From (inclusive of 1st day):	To (last date):
Number of school days:	

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 dates and details:	
I also have children at (other school) :	
Signed: (Parent/Carer)	
Print Name: (Parent/Carer)	Date:
Address:	

To be completed by the Headteacher		
Current % attendance this academic year:		
Reason for absence in current year:		
Last full academic year's attendance %:		
Reason for absence in previous academic year:		
Having considered your request carefully, my decision is that your request for leave of absence is:		
Approved:		The absence will be recorded as authorised
Not approved:		The absence will be recorded as unauthorised
Not approved Penalty Notice		The absence will be recorded as unauthorised and you will incur a Penalty Notice
Explanatory notes:		
Meeting required:	Yes / No	
Signed:	(Headteacher/Deputy Headteacher)	Date: