

# **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 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 the Local Authority considering legal proceedings against you in the Magistrates Court.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

The Headteacher 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.

<b>Name of child:</b>	<b>Class:</b>
I am applying for leave of absence for my child for from: _____ to: _____	
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:   	
<b>I also have children at...</b>	
Signed: (Parent/Carer)	Date:

<b>To be completed by the Headteacher</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: _____

**Please Note: Requests for leave of absence for exceptional circumstances must be submitted 2 weeks prior to the date you are requesting absence for.** If less than two weeks' notice is given and you have not received an email advising if your request has been approved or not, please call the absence line on the morning of each day of absence.

Please return this form to:

Mrs Halls  
 PA to Headteacher  
 hhalls@carringtonschool.org