



# 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.

**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 the form overleaf if you wish the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to support your request.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. For further information, please refer to the Attendance Policy (copy available on the school website).

If you take your child out of school without approval, you will be liable to receive a Penalty Notice for failing to ensure your child's regular school attendance. The national threshold for the Local Authority to issue a penalty notice is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Each school day has two sessions and a school week means any week in which there is at least one school session.

## Penalty Notices:

1. If a parent/carer has not incurred a penalty notice relating to this child/children in a rolling 3 year period since 19<sup>th</sup> 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 the parent/carer in the Magistrates Court.
2. If a parent/carer has incurred a penalty notice relating to this child/children since 19<sup>th</sup> 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 in the Magistrates Court.
3. If a parent/carer has incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then the parent/carer 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.



<b>Name of Child:</b>		<b>Class:</b>	
<b>I am applying for leave of absence for my child from:</b>		<b>To:</b>	
<b>Total number of school days absent:</b>			
<b>The exceptional circumstances for which leave is requested:</b>			
<b>Has your child already had leave of absence this academic year?</b>	<b>YES / NO</b>		
<b>If YES, please give dates and details:</b>			
<b>Signed:</b> (Parent/Carer)		<b>Date:</b>	

<b>To be completed by the Headteacher</b>			
<b>Our overall school target for attendance this year is 100%</b>			
<b>Child's attendance level since the start of the academic year:</b>			
<b>Having considered your request carefully, my decision is that the leave of absence will be:</b>			
<b>Approved:</b>		<i>The absence will be recorded as authorised</i>	
<b>Not Approved:</b>		<i>The absence will be recorded as unauthorised</i>	
<b>Explanatory Notes:</b>			
<b>Signed:</b> (Headteacher)		<b>Date:</b>	