



## 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, which became law on 1<sup>st</sup> 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.**

### Penalty Notices

The Education Welfare Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days.

If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Please complete and submit this form in advance of the period you require 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 back up 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 our **School Attendance Policy** available on the school website or from the school office.

<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:	
I also have children at the following schools:	

Signed \_\_\_\_\_ Date \_\_\_\_\_