



# Application for Leave of Absence during term-time

At St Peter's we recognise that the best way to ensure students achieve the best they can is by being in school every school day. Absence has a significant and detrimental effect on learning. As parents, you have a legal responsibility to ensure your child's attendance at school. Please read the following guidance carefully.

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**. It is important to note that head teachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining exceptional are *rare, significant, or unavoidable*, which means the event could not reasonably be scheduled at another time. Circumstances where absences may be regarded as exceptional will vary from school to school and family to family. Please note that there is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday cannot be authorised.

Parents/carers wishing to apply for leave of absence need to fill in the Leave of Absence Application Form **in advance** of the period required and before making any travel arrangements. If term-time leave is taken without prior permission from the school, the absence will be recorded as unauthorised. If the number of sessions of unauthorised absence reaches the thresholds in Surrey County Council's Penalty Notice Code of Conduct (when a pupil has incurred 10 or more unauthorised sessions in the previous 10 school weeks, which may include a pupil arriving late after close of registration), parents/carers will be issued with a penalty notice or other legal action in accordance with the code.

**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 for the first period of unauthorised absence. 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, per parent/carer per child, if paid within 28 days. Failure to pay the Penalty Notice(s) will result in the Local Authority considering legal proceedings against you in the Magistrates Court.**

**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 s 444 Education Act 1996.**

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. For further information, please see the School Attendance Policy in the 'Key Policies' section of the website or on request from the school office.

<b>Name of child:</b>		<b>Class:</b>	
I am/We are* applying for leave of absence for my/our child .....			
from:		to: (inclusive)	
Number of school days:			
The circumstances for which leave is requested:			
<input type="checkbox"/> Medical appointment	Date of appointment: ..... Time of appointment: ..... Time pick up from school required ..... Returning to school after? Y / N approx. time ..... Nature of appointment: ..... Location of appointment : ..... Name of Consultant/Professional: .....		
<input type="checkbox"/> Holiday	Dates: From ..... To .....		
<input type="checkbox"/> Exceptional Circumstances	The exceptional circumstances for which leave is requested: please give details		
Has your child already had leave of absence in this school year? YES / NO			
If YES, please give dates and details:			
I/We also have children at the following schools:			

Signed (Parent 1) ..... Date .....

Signed (Parent 2) ..... Date .....

**To be completed by the Headteacher**

Date Application for Leave of Absence received :

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** and we will be requesting the Local Authority to issue a penalty notice. Each parent will be liable to receive a Penalty Notice for each child who is absent.

The Penalty Notice is for £80 if paid within 21 days and £160 if paid after 21 days, but within 28 days for the first period of unauthorised absence.

Subsequent unauthorised absences within a rolling 3yr period will incur a penalty notice of £160 if paid within 28 days with no reduction in cost for early payment. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court.

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 s 444 Education Act 1996.

In view of this I sincerely hope that you will re-consider your application. If you wish to discuss this further, please feel free to call the office to make an appointment to see me.

Explanatory notes:

Signed:

(Headteacher)

Date: