# Application for leave of absence for exceptional circumstances

***Please read the following guidance carefully:***

As parents/carers, 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 this form if you would like 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.**

**Please remember, that schools are now expected to ensure that unauthorised absence of 5 days or more results in the following action being taken:**

1. If you have not incurred a penalty notice relating to this child/children since 19 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 you in the Magistrates Court.

## 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 £160.00, 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.

## 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 notify you of the decision.

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| **Name of child:** | | | **Tutor Group:** |
| I am applying for leave of absence for my child: | | | |
| from: | to: | | |
| Number of school days: |  | | |
| Does this student have sibling(s) on roll at any other Surrey Schools? If so, please indicate which school(s) they attend: | | | |
| The exceptional circumstance for which leave is requested: | | | |
| Signed: (Parent/Carer) | | Date: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To be completed by the Attendance Officer | | | | |
| Students Current Attendance Level % : | | | | |
| Has this child already had any leave of absence since 01 September 2024? | | | | |
| Has this child already had any leave of absence since 01 September 2024 resulting in a penalty notice being issued? | | | | |
| **To be completed by the Headteacher** | | | | |
| 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 (A reminder that 10 unauthorized absences will result in a penalty notice). | | |
| Explanatory notes: | | | | |
| Signed: | | | (Headteacher) | Date: |