



Application for leave of absence/exceptional circumstances

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday periods. During the academic year, pupils are at school for 190 days and at home for 175 days. In order for our children to fully utilise their years in education, we believe it is vital that every message they receive reinforces the importance of school. Any leave of absence, including holidays, in term time interrupts continuity of teaching and learning, disrupt the educational progress of individual children and create disruption to classes.

Please fill in this form if you want to ask the Headteacher of your child's school to authorise a leave of absence during term time. You must ask well in advance. **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.**

If you take your child out of school without the approval of the school, you will be liable to receive a Penalty Notice for failing to ensure your child's regular school attendance. Each parent will be liable to receive a Penalty Notice for each child who is absent.

Unauthorised absence **of 5 days or more** will result 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.
2. 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.
3. 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.

If the unauthorised absence exceeds 20 days, your child's name may be removed from the school roll and you will have to reapply for a place upon your return.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision within five school days.

Name of child:	Year and class:
I am applying for leave of absence for my child for the following reason/s: Please staple a copy of any appointment letter or other evidence to this form.	

From:	To:	
Number of days my child will be absent from school:		
This cannot be taken during the school holidays because:		
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 these schools:		
Signed: (Parent/Carer)	Date:	
Full name and address – of parent:		

To be completed by the School Office		
Name of Parent requesting leave of absence:		
Child for whom leave is requested:		
Date request received in school:		
Child's attendance level last academic year		
Child's attendance level this academic year		
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
Explanatory notes:		
Signed:	Mrs L Kelly (Headteacher)	Date: