



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, **students 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 1st September 2013) states 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 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 Senior Leadership Team 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.

Name of Child:		Class:	
I am applying for leave of absence for my child from:		to:	
The exceptional circumstances for which leave is requested:			
Number of school days:			
Has your child already had leave of absence in this school year? YES / NO			
If YES, please give dates and details:			
Please tick the box to confirm that you have read the School Attendance Policy and / or are aware that this absence may incur a fixed penalty notice under the Education Act. The request will not be considered unless this has been ticked.			☐
Signed: (Parent/Carer)		Date:	
To be completed by the Headteacher or designated Senior Leader			
Pupil's attendance level this school year:			
Pupil's attendance level last school year:			
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	
Will this request be referred to the Surrey Attendance Service for consideration of a Penalty Notice			☐ Yes ☐ No
Explanatory notes if required (<i>if appropriate</i>):			
Signed:		Date:	