



Nurturing Life Long Learners



Request for Leave of Absence in Exceptional Circumstances

Name of Pupil: Class:

Address:

.....

Request permission for him/her to be absent from:

..... (First day absent from school). **to** (Last day absent from school).

Number of School days to be missed:

For the following exceptional circumstances:

.....

.....

Has your child already had leave of absence in this school year? YES /NO

If yes, please give details

I also have children at the following school(s)

The Headteacher will consider the reasons for the request of leave of absence carefully and may ask for proof to back up your request. Please read the following guidance carefully:
Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st 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.
Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice. Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct . The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

For further information, please refer to our School Attendance Policy

Signature of Parent/Guardian

Date

Completed form to be submitted to the Office. You will be notified of the Headteacher's decision.