

Dear Parents,

Application for leave of absence for exceptional circumstances

As parents, 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.

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. 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 the form overleaf if you would like me to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request.

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.

I will consider the reasons for the request carefully and will notify you of the decision. In the absence of a decision, parents/carers cannot assume that permission for the absence has been given. For further information, please refer to our School Attendance Policy.

Yours sincerely,

Miss Gemma Willcox
Head of School

Due to exceptional circumstances I would like to request permission to take my child/children: *(please print names)*

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in Year (s) out of school for the following reasons:

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Following my meeting with Miss Willcox, I am aware of the school's policy and views on taking children out of school during term time. I understand that taking my child/children out of school may have a detrimental effect on my child/children's education and may incur a fine.

The dates requested to take my child/children out of school are:

From to

Total number of days requested
(including any half days)

I have attached a supporting statement and relevant documents to support my application.

Number of documents attached

Signed: Parent/Guardian

Date:

For office use only:

Date of meeting with parents

Authorised by Head of School

Unauthorised

Signed Date

Miss Gemma Willcox, Head of School