

## 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.

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.

Please fully complete 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. Unauthorised absence 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, 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.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. For further information, please refer to our Attendance Policy.

<b>Child's Name:</b>	<b>Class:</b>
<b>I am applying for leave of absence for my child.</b> <b>From (first day):</b>  <b>To (last day):</b>	
<b>Number of school days:</b>	
<b>The exceptional circumstance for which leave of absence is requested.</b>	
<b>Has your child already had leave of absence in this school year?</b> Yes    No	
<b>If yes please give details</b>	
<b>I also have children at the following schools:</b>	
<b>Signed Parent/carer:</b>	<b>Date:</b>



**William Cobbett**  
PRIMARY SCHOOL

## William Cobbett Primary School

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*To be completed by the Headteacher on behalf of the Governing Body*

Child's name:	Class:	
Child's attendance over the last 12 months:		%
Our attendance target for all pupil's is 100%, where attendance falls below 90% the Education Welfare Officer will discuss the reasons why with the Headteacher and decide on a course of action.		
Having considered your request carefully, my decision is that the leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Signed: Headteacher	Date:	

***If you would like to discuss the reason for the decision then please make an appointment with the Headteacher.***

Attendance information will be recorded on your child's school record.