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# 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, 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 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 validate your request.

**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 rising to £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in the Local Authority considering legal proceedings against you in 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 School Attendance Policy.

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| --- | --- | --- | --- |
| **Name of child:** | | | **Class:** |
| **I am applying for leave of absence for my child** | | | |
| **From (inclusive of 1st day):** | **To (last date):** | | |
| **Number of school days:** |  | | |
| **The exceptional circumstances for which leave is requested:** | | | |
| **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** | | | |
| **Signed: (Parent/Carer)** | | | |
| **Print Name: (Parent/Carer)** | | **Date:** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To be completed by the Headteacher** | | | | |
| **Current % attendance this academic year:** | | |  | |
| **Reason for absence in current year:** | | |  | |
| **Last full academic year’s attendance %:** | | |  | |
| **Reason for absence in previous academic year:** | | |  | |
| **Having considered your request carefully, my decision is that your request for leave of absence is:** | | | | |
| **Approved:** |  | | **The absence will be recorded as authorised** | |
| **Not approved:** |  | | **The absence will be recorded as unauthorised** | |
| **Explanatory notes:** | | | | |
| **Meeting required:** | | **Yes / No** | | |
| **Signed:** | | **(Headteacher/Deputy Headteacher)** | | **Date:** |

**Register Codes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **School Meaning** | **Statistical Meaning** | **Physical Meaning** |
| / | Present (AM) | Present | In for whole session |
| \ | Present (PM) | Present | In for whole session |
| B | Educated off site (not dual reg.) | Approved Educational Activity | Out for whole session |
| C | Other authorised circumstances | Authorised Absence | Out for whole session |
| D | Dual registration | Approved Educational Activity | Out for whole session |
| E | Excluded | Authorised Absence | Out for whole session |
| F | Extended family holiday (agreed) | Authorised Absence | Out for whole session |
| G | Family holiday (not agreed) | Unauthorised Absence | Out for whole session |
| H | Family holiday (agreed) | Authorised Absence | Out for whole session |
| I | Illness | Authorised Absence | Out for whole session |
| J | Interview | Approved Educational Activity | Out for whole session |
| L | Late (before registers closed) | Present | Late for session |
| M | Medical/Dental appointments | Authorised Absence | Out for whole session |
| N | No reason yet provided for absence | Unauthorised Absence | Out for whole session |
| O | Unauthorised Absence | Unauthorised Absence | Out for whole session |
| P | Approved sporting activity | Approved Educational Activity | Out for whole session |
| R | Religious observance | Authorised Absence | Out for whole session |
| S | Study Leave | Authorised Absence | Out for whole session |
| T | Traveller Absence | Authorised Absence | Out for whole session |
| U | Late (after registers closed) | Unauthorised Absence | Late for session |
| V | Educational visit or trip | Approved Educational Activity | Out for whole session |
| W | Work Experience | Approved Educational Activity | Out for whole session |
| X | Dfes# School closed to pupils | Attendance not required | Out for whole session |
| Y | Enforced closure | Attendance not required | Out for whole session |