



Horsell Junior School

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, which became law on 1st September 2013 states that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher 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 Head teacher 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 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.

The Head Teacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate and then may only authorise up to ten days of absence, if circumstances are considered exceptional. **(For pupils in Year 6 approval will not be granted under any circumstances until after the SATs in May)**, after that time normal regulations apply.

Name of child:	Class:
From:	To:
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.....	School
I also have a child in.....	Class
Signed: (Parent/Carer)	Date:
Office Use Only: Authorised/Unauthorised	