



Frimley Church of England School

Application for leave of absence for exceptional circumstances

As parents, you have a legal responsibility to ensure your child has 100% 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 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 well in advance 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 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 Headteacher 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 will notify you of the decision within 5 days.

For further information, please refer to our School Attendance Policy.

Name of child:	Class:
Date(s) of requested absence	
From time:	To time:
Number of school days:	
Please tick the appropriate box below:	
Medical/ Dental Appointment <input type="checkbox"/>	Authorised
Visit to a school (name of school and reason) <input type="checkbox"/>	Authorised
Holiday (please give additional information below) <input type="checkbox"/>	Unauthorised
Special Occasion (please give additional information below) <input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Compassionate leave (please give information below) <input type="checkbox"/> Request for Holiday/Special Occasion/Compassionate leave:	May be authorised
This cannot be taken during the school holidays because:	
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 (please list name of school/s):	
Signed: (Parent/carer)	Date:

To be completed by the Headteacher		
Child's attendance level over the last 12 months:		%
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed: (Headteacher)		Date: