



**Application for Leave of Absence in Exceptional Circumstances Form**

(If applying for additional children, please include them on this form.)

**Student's Name (1)** \_\_\_\_\_ **Form** \_\_\_\_\_

**Student's Name (2)** \_\_\_\_\_ **Form** \_\_\_\_\_

**Student's Name (3)** \_\_\_\_\_ **Form** \_\_\_\_\_

**Requested Date(s) From** \_\_\_\_\_ **To** \_\_\_\_\_ **Total No. School Days** \_\_\_\_\_

**If the above student(s) have siblings at local schools, please give details below:**

Name of Child \_\_\_\_\_ Name of School \_\_\_\_\_ Class \_\_\_\_\_

Name of Child \_\_\_\_\_ Name of School \_\_\_\_\_ Class \_\_\_\_\_

Name of Child \_\_\_\_\_ Name of School \_\_\_\_\_ Class \_\_\_\_\_

**Important Information – please read this section before completing the form further**

All requests for leave of absence are treated sympathetically, and only in exceptional circumstances will they be approved. The policy of Surrey County Council to which this school has agreed, states that parents who take their child out of school for five days or more during term time, without the authority of the Headteacher, will be liable to receive a Penalty Notice. Penalty Notices will be issued by the Local Authority.

The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 days, the Local Authority must prosecute the recipient for failing to ensure regular school attendance under Section 444 of the Education Act 1996.

Each parent is liable to receive the Penalty Notice for each child who incurs unauthorised absence in these circumstances.

\_\_\_\_\_

**Details of the exceptional circumstances which have caused this request.**

Include here as much information as possible. For example any family members involved, where the child will be going, why it is not possible for the event to be done in the school holidays. Please also provide any additional information to be considered when making a decision.

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Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

You will receive written confirmation of the Headteacher's decision.

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**For School Use – to be completed by Attendance Officer**

Date received:	Date completed:
% Attendance this term / this school year:	
Reason for absences plus total day(s):	
Would pupil miss any assessments, Examinations or school events:  Yes / No	Details:
Should this request be considered by the Governing body: Yes / No	Authorised / Unauthorised
Penalty Notice to be issued :  Reason:	Yes / No
Ms A Bailey :	Date :