**Sandcross Primary** 

Application for Leave of Absence 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, children 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.**  |
| --- |

| **Unauthorised absence of 5 days or more will result in the following action being taken:**1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996. |
| --- |

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 back up your request.

**We kindly request you to complete this form 1 month in advance of taking the leave of absence where possible. If you do not receive a response before taking the leave do not assume authorised leave has been granted, it is your responsibility to contact the School office.**

The Headteacher will consider the reasons for the request and will notify you of the decision.

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

| **Sandcross Primary School** Application for Leave of Absence Form |
| --- |

**To be completed by the parent / carer**

| Name of child: |
| --- |
| Class: |
| First day of absence:  | Number of school days: |
| Date of return: |

| Please outline the special 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 |  |

| Signed:  | Dated: |
| --- | --- |
| Name: |

**To be completed by the Headteacher**

| 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: **N.B. Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice.** |
| Signed: (Headteacher)  | Date: |