



GODSTONE PRIMARY AND NURSERY SCHOOL

Application for leave of absence for exceptional circumstances

Please read the following guidance carefully

Parents, have a legal responsibility to ensure their child attends school. During the academic year, pupils are at school for 190 days and at home for 175 days.

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.

In order to be compliant with the law you will need to make a written application, using the form attached, if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may also ask for proof to back up your request.

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

If your request is NOT granted, and absence from school will be treated as 'unauthorised' absence. 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.

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

Address:

Mr N Usher, Headteacher
Godstone Primary and Nursery School
Ivy Mill Lane
Godstone
Surrey RH9 8NH
Tel: 01883 742326
Email: head@godstone.surrey.sch.uk

Name of child:	Class:
I am applying for leave of absence for my child for	
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?	
If YES, please give dates and details:	
I also have children at...	
Signed:	Date:

To be completed by the Headteacher		
Child's attendance level this academic year is		
Our overall school target for attendance this year is		
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: