

Application for leave of absence for exceptional circumstances

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:	
Evidence for request attached? YES / NO	
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...	

Where are you travelling to? Please <u>state exact country</u> .	
<p>I sign below to confirm that I will follow the full COVID-19 guidance of the country I am visiting (subject to change) and the full COVID-19 guidance on my return to the UK.</p> <p>I understand that if I break the current UK guidance and return my child(ren) to Burstow Primary School without due care, the school may require me to take further required actions.</p>	
Full name:	
Signature:	
Relationship to the above named child(ren):	
Date:	

To be completed by the Headteacher		
Child's attendance level over the last 12 months:		
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:		Date:
(Headteacher)		

Burstow Primary School
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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 state 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 evidence of reason for request with this form if you would like the Headteacher to consider your request for your child's leave of absence for exceptional circumstances.

Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice.

Penalty Notices are issued and collected 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 and will notify you of the decision.

For further information, please refer to our School Attendance Policy, available on the school's website.