

Reigate School

Application for Leave of Absence for Exceptional Circumstances

Please Read These Guidelines Carefully

As parents and carers, you have a legal responsibility to ensure your child's attendance at school. During the academic year, students 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 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 if you would like your request for leave of absence for exceptional circumstances considered by the Headteacher. We may ask for evidence to back up your request.

Unauthorised absences may result in a fixed penalty notice being issued by the Education Welfare Service 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 carefully the reasons for absence and will notify you of the decision. For further information, please refer to the school's Attendance Policy.

Name of Student:	Form:
I am applying for leave of absence for my child from: <div style="text-align: right; margin-right: 200px;">to:</div>	
Number of school days:	
The exceptional circumstances for which leave is requested:	
Signed:	Date:

To be completed by the Attendance Manager		
Student's attendance over the last 12 months:		
Open to Education Welfare:		YES/NO
Previous leave of absence granted:		YES/NO
If YES, provide dates:		
From:		To:
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
Signed:		Date:
Headteacher		