



## 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. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**

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 The Local Authority 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, then the 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 The Local Authority considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 or more penalty notices relating to this child/children since 19 August 2024, then you will **NOT** receive a third penalty notice – The Local Authority 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 the form overleaf if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for evidence to support your request.

The Headteacher will consider the reasons for your request and will notify you of their decision as soon as possible.

For further information about requests for a Leave of Absence, please refer to our School Attendance Policy.



**Reigate 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:

I also have children at

Signed:	Dated:
Leave requested by: Mother/ Father/ Both	
Name/s:	
Address:	

**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.
Explanatory notes:		
<b>N.B. Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice.</b>		
Signed:		Date:
Name:		