

**ST. PAUL'S CATHOLIC PRIMARY SCHOOL  
APPLICATION FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES**

**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.

**The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1<sup>st</sup> 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 this form 2 weeks prior to the proposed absence.

**PLEASE ALSO ATTACH EVIDENCE OF ANY APPOINTMENTS REQUESTED.**

**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.

<b>Name of Child:</b>		<b>Class:</b>	
I am applying for leave of absence for my child from (date and time):.....to (date and time):.....			
Number of school days:	Will lunch be required?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
The exceptional 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:			
I also have children at...			
Signed:		(Parent/Carer)	Date:



<b>FOR OFFICE USE ONLY: TO BE COMPLETED BY THE HEADTEACHER</b>		
<b>Name of Child:</b>		<b>Class:</b>
Having considered the 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)		