

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

If you feel that absence from school in term time is absolutely unavoidable complete this form and return it to the Attendance Manager.

It is illegal for the Headteacher to grant any leave of absence during term time unless in **very** exceptional circumstances.

If a child is selected to represent the school or a club in a significant sporting or musical event, then permission for "approved sporting activity" will be considered.

Permission must be sought before any arrangements are made

For any exceptional circumstances request, the Headteacher will take into account the child's attendance record, test days/weeks and how up-to-date the child is with assessments. "Study leave" periods are classified as term time. Under no circumstances can the Headteacher authorise an absence exceeding 10 days.

Please note that the school may ask the Local Authority to issue a penalty notice if a child is absent due to a holiday, family or sporting event without the express agreement of the Headteacher and this falls within the Penalty Notice Guidelines (printed on the reverse of this form).

Pupil's Name:		Tutor Group:	
Home Address:			
I request for my child to be absent from school during the following dates:			
Date of first day of absence from School:	Date of return to School:	Number of Days:	
Reasons for absence from school			

I make a request for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice or a summons to court for irregular school attendance.

Name of Parent/Carer making application _____

Signed _____

Date _____

School to complete

Authorised	Unauthorised

Date:

PENALTY NOTICE INFORMATION

Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and will be used by Surrey County Council in the following circumstances:-

1. Pupils identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Unauthorised holidays in term time (5 days or 10 sessions or more). In such cases the Head teacher/Governing Body may request that the Local authority issue a Penalty Notice. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.
3. The issue of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance. This will be considered if the attendance is below 85% and there are 10 or more unauthorised sessions in the previous half term, which may include a pupil arriving late after close of registration, which is after 9.05am.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the education welfare officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours. This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion).

Amount Payable for a Penalty Notice

The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within 21 days of receipt of the Notice, rising to £120 if paid after 21 days but within 28 days, each parent is liable to receive a penalty notice for each child. If the Penalty Notice is not paid, the recipient will be prosecuted in the Magistrates court for the offence for which the Notice was originally issued.