



Application for leave of absence for exceptional circumstances

Please read the following guidance carefully.

Please complete and submit this form if you would like the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. All circumstances for each individual request will be taken into account, including the student's current rate of attendance, and the nature of the activity. All requests should be submitted at least two weeks before the first day of intended absence. Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which becomes law on 1st September 2013 states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Name of student:	Form:
I am applying for leave of absence for my child from: _____ to: _____	Number of school days:
The exceptional circumstances for which leave is requested:	
Signed: (Parent/Carer)	
Date:	

You should return this form for the attention of the Attendance Officer, in Elmslie Reception or via email at absence@georgeabbot.surrey.sch.uk.

FOR OFFICE USE ONLY

Student's current attendance level:	
Our overall school target for attendance this year is	96%
Any previous exceptional absence requests.	Yes No
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:	Mrs K Carriett Headteacher
Date:	

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

Just to remind parents/carers that if they take their child out of school without authorisation for 5 or more days, they will be liable to receive penalty notices. Currently, the amount payable under a penalty notice is £60.00 payable within 21 days, rising to £120.00 if paid within 21- 28 days. If the penalty notice is not paid within 28 days, the Local Authority will consider a prosecution in the Magistrates Court. Please note that Penalty Notices are issued per parent/carers per child, so a family with 2 parents/carers and 2 children will receive 4 penalty notices.