

# BUCKLAND PRIMARY SCHOOL



## Application for leave of absence for exceptional circumstances

Please read the following guidance carefully.

The law states that parents must ensure their children regularly attend school to receive their education – regularly is defined as everyday that the school is open. During the academic year, pupils are at school for 190 days and at home for 175 days. It only takes 10 days absence over the whole school year for a child's attendance to drop below 95% which the government considers unacceptable – all children are expected to achieve at least 95% attendance or above.

**Please be aware that 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. There is no entitlement to take a child out of school for a family holiday.**

Whether the absence is exceptional is at the Headteacher's discretion based on their assessment of the situation and this can vary from school to school. Exceptional is likely to be defined as rare, significant, unavoidable and/or short.

You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered a good reason for term time absence neither will issues of cost be considered as an exceptional reason.

### **Unauthorised absence 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.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to back up your request and we will notify you of the decision. For further information, please refer to our School Attendance Policy.

<b>Name of child:</b>	<b>Class:</b>
I am applying for leave of absence for my child/ren from: _____ to: _____	
Number of school days:	
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:	
<b>I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.</b>	
Signed: (Parent/Carer)	Date:

<b>To be completed by the Headteacher</b>		
Child's attendance level since September		
Number of authorised days since September		
Number of unauthorised days since September		
Number of lates since September		
Date request received		
Date response sent		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory Notes:		
Signed:	(Headteacher)	Date: