



Care, Collaboration, Challenge

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.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2012, which became law on the 1st September 2013 state that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. The Principal 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 if you would like the Principal to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to back up your request.

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

Penalty Notices are issued by the Local Authority. 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 with a summons to appear at the Magistrates Court, which may incur further costs.

The Principal will consider the reasons for the request carefully and will notify you of the decision.

Name of child:	Class:
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:

For office use only:

Date received		SIMS updated	
Attendance to date		Penalty Notice request	
Response sent to parent			