



## **APPLICATION FOR LEAVE OF ABSENCE**

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, children are at school for 190 days and at home for 175 days.

**Please be aware that The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

**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 of receipt of the Notice, rising to **£120 (per child per parent/carer)** if paid after **21** days but within **28** days of receipt of the Notice. If the Penalty Notice is not paid, you may be prosecuted in the Magistrates Court for the offence for which the Notice was originally issued.

Please complete and submit the form overleaf if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. Please attach evidence of medical appointments to the form.

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

For further information, please refer to our School Attendance Policy.

**Dovers Green School**  
**Application for Leave of Absence Form**

**To be completed by the parent / carer**

Name of child:	
Class:	
First day of absence:	Number of school days:
Date of return:	

Please outline the special circumstances for which leave is requested:

Signed:	Dated:
Name:	

**To be completed by the Headteacher**

Having considered your request carefully, my decision is that leave of absence is:		
Approved	<input type="checkbox"/>	The absence will be recorded as authorised.
Not approved	<input type="checkbox"/>	The absence will be recorded as unauthorised.
Explanatory notes:		
<b>N.B. Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice.</b>		
Signed		Date:
Name:	Miss Anya Salisbury	