



# GODSTONE PRIMARY & NURSERY SCHOOL

## Application for leave of absence for exceptional circumstances

Please read the following guidance carefully

Parents, have a legal responsibility to ensure their child attends school. During the academic year, pupils are at school for 190 days and at home for 175 days.

**The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1<sup>st</sup> September 2013 states that Headteachers/Deputy 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.**

In order to be compliant with the law you will need to make a written application, using the form attached, if you want the Headteacher/Deputy Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may also ask for proof to back up your request.

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

**If your request is NOT granted, and absence from school will be treated as 'unauthorised' absence. 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 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.

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

Address:

**Godstone Primary & Nursery School**  
**Ivy Mill Lane**  
**Godstone**  
**Surrey RH9 8NH**  
**Tel: 01883 742326**  
**Email: [deputy@godstone.surrey.sch.uk](mailto:deputy@godstone.surrey.sch.uk)**

<b>Name of child:</b>	<b>Class:</b>
I am applying for leave of absence for my child for .....	
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?	
If YES, please give dates and details:	
<b>I also have children at...</b>	
Signed:	Date:

<b>To be completed by the Headteacher</b>		
Child's attendance level this academic year is		
Our overall school target for attendance this year is		
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:	(Headteacher)	Date: