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Head of School Miss J Concannon

**Federation Headteacher Mrs S Mackintosh**  
<http://www.knaphillfederationofschools.org.uk/>

## APPLICATION FOR LEAVE OF ABSENCE

Dear Parent/Guardian,

I understand that you would like to request permission for leave of absence during term time.

As parents/carers, you have a legal responsibility to ensure your child's attendance at school. During any academic year, children are at school for 190 days and at home for 175 days. Holidays or treat days must be taken in the school holiday periods only.

I would kindly make you aware of the following:

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, became law on 1<sup>st</sup> September 2013 and advises that the Headteacher 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. Leave for holidays or treat days cannot be authorised.

Unauthorised absence of 5 days or more may result in the issuing 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.

The DfE requires schools to log all absences as authorised or unauthorised. Absences form part of a historical record for your child and are shown each year on their Annual Report. Schools are also required to publish annually statistics on authorised and unauthorised absences.

If, due to exceptional circumstances, you would like the Head of School to consider a request for your child's leave of absence, please complete the details on the reverse of this letter. It may be necessary to request proof of this request. The Head of School will consider the reasons for this request carefully and we will advise you of the decision at our earliest opportunity.

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

Yours sincerely,

A handwritten signature in black ink that reads 'S Mackintosh'.

Mrs S Mackintosh  
Federation Headteacher



<b>Name of child:</b>	<b>Class:</b>
Please consider leave of absence from: _____ to: _____	
Number of school days:	
The exceptional circumstances are:	
Has your child previously needed leave of absence in this school year? YES / NO	
If YES, please give dates and details:	
I also have children at.....	
Signed: (Parent/Guardian)	Date:

<b>To be completed by the Head of School and returned to the parent...</b>		
Child's attendance level over the last 12 months:		
Our overall school target for attendance this year is		<b>96 %</b>
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 if NOT approved:		
<input type="radio"/> As per our policy, we cannot authorise absence for holidays or treat days <input type="radio"/> If you do take your child out of school for more than 5 days a Penalty Notice will be issued		
Signed:	(Head of School)	Date: