



The Chandler Church of England (Aided) Junior School

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. Holidays should be taken during the school holiday periods. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The School Attendance (Pupil Registration) (England) Regulations 2024, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

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 validate your request. You must ask well in advance.

Unauthorised absence of 5 days or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carers per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carers per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carers per child**, in the Magistrates Court under s 444 Education Act 1996.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. In the absence of a decision, parents/carers cannot assume that permission for the absence has been given.

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



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Name of child/ren:
Class/es:
First day of school absence:
Date of return to school:
Number of school days requested:
The exceptional circumstances for which leave is requested:

Signed : _____ Name : _____

Address: _____

_____ Date: _____

Please give at least two week's notice of absence requests. Please return this form in an envelope marked for the attention of the Headteacher. We will then send out an email authorising, or not, the absence request.

To be completed by the Headteacher			
Having considered the 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	
Signed:		(Headteacher)	Date:

For Office Use Only					
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