



**WESTFIELD PRIMARY SCHOOL**  
SURREY COUNTY COUNCIL



Headteacher  
Mrs Karyn Hing

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## **Application for leave of absence/exceptional circumstances**

As parents/carers, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. During the academic year pupils are at school for 190 days and at home for 175 days. Children are expected to attend 100% of the time.

Please fill in this form if you want to ask the Headteacher to authorise a leave of absence during term time. You must ask well in advance and you are strongly advised to request leave of absence before you confirm your arrangements.

If you take your child out of school without the approval of the school, you may be liable to receive a Penalty Notice for failing to ensure your child's regular school attendance.

**Each parent may be liable to receive a Penalty Notice for each child who is taken out of school for 5 days or more and if this absence is recorded as unauthorised by the school(e.g. a holiday).**

The amount payable on issue of a Penalty Notice is £60 per parent per child if paid within 21 days of receipt of the notice, rising to £120 if paid within 28 days.

If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance.

**If the absence exceeds 20 days, your child's name will be removed from the school roll and you will have to reapply for a place on your return.**

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then may authorise up to five days of absence. The Headteacher will notify you of the decision within five working days of receiving your written application.

<b>Name of child:</b>		<b>Class:</b>	
I am applying for <b>leave of absence (1)</b> for my child for .....			
from:		to:	
Number of school days:			
This <b>cannot</b> be taken during the school holidays because:			
Parents Name and Address:			
Has your child already had leave of absence in this school year?		YES / NO	
If YES, please give dates and details:			
I also have children at..... School			
Signed:		Date:	
		(Parent/Carer)	
<p>1. Parents are not entitled to leave of absence for their child/ren as a right and this will <u>only be granted in exceptional circumstances</u> and once the <b>Head Teacher has considered:</b></p> <ul style="list-style-type: none"> <li>• The child's record of attendance</li> <li>• <i>If leave of absence is granted it shall not exceed five school days in any one year</i>, as agreed by the school's Governing Body.</li> <li>• The time of the leave, ensuring that it would not prevent the child from missing any important examinations/assessments/school events.</li> </ul>			

**To be completed by the Headteacher**

Child's attendance level over the last 12 months:

Our overall school target for attendance this year is

**100 %**

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.

Has the Parent/Carer approached and spoken to the Head Teacher?    Yes/No

Explanatory notes:

Signed:

(Headteacher)

Date:

Karyn Hing  
Head Teacher