



# St Jude's C of E Schools Federation



*Excellence in education, kindness in the community, courage through faith.*

Please read the guidance overleaf carefully before completing this form.

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

**Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1<sup>st</sup> September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. *There is no automatic entitlement in law to time off in school time to go on holiday.* The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**

Please complete and submit this form **2 weeks in advance** 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 back up your request.

**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.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. For further information, please refer to our school Attendance Policy, which can be found on the school website.

<b>Name of child:</b>	<b>Class:</b>
I am applying for leave of absence for my child	
from:	to:
Number of school days:	
<b>Please attach a letter explaining the exceptional circumstances for which leave is requested.</b>	
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 the following school(s):	
Signed: (Parent/Carer)	Date:

To be completed by the Headteacher		
Child's attendance level over the last 12 months:		%
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:		
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>		
Signed: _____ (Headteacher)		Date: _____