



Let all you do be done in love  
1 Corinthians 16:14

## EXCEPTIONAL ABSENCE REQUEST FORM

As a parent/carer it is your legal responsibility to make sure that your child receives a full-time education by ensuring his/her regular attendance at school with the minimum number of absences. Any absence from school can have an adverse effect on your child's academic and social development and permission for absence will only be authorised in exceptional circumstances.

It is our school policy to encourage regular attendance and to ask parents that, if possible, medical treatment sessions take place out of school hours and holidays are taken during the school holiday period. Please note, however, that it is government policy that you **do not** take your child out of school during school examinations, you can face a criminal prosecution if you do so.

The Education Welfare Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount. The amount payable on issue of a Penalty Notice is £80 per child per parent if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days but within 28 days. This is in accordance with the updated DfE Statutory Guidance.

If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

<b>Name of child:</b>	<b>Class:</b>
I am applying for a leave of absence for my child for the purposes of	
From:	to:
<b>Number of school days:</b>	
This absence <b>cannot</b> be taken during the school holidays because:	
<b>Signed:</b>	<b>Date:</b>
(Parent/Carer)	

Child's attendance level	2024/25
	2023/24
Attendance Champion has seen the request and made recommendations to Executive Headteacher/HoS	
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
Appointment	An appointment to see the Headteacher is required (please contact the office)
Explanatory notes:	
<b>Signed:</b>	<b>Date:</b>
(Executive Headteacher/HoS)	

The Department of Education requires schools to log all absences as authorised or unauthorised. Absences form part of an 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.