



SHOTTERMILL INFANT & JUNIOR SCHOOL

REQUEST FOR AUTHORISED ABSENCE

As parents, you have the legal responsibility to ensure your child's regular attendance at school, and holidays (and where possible medical appointments) should be taken outside of school hours.

Please fill in this form if you would like to ask the Headteacher to authorise absence during school time.

You must ask in advance to request leave of absence from school. Under no circumstances will absences for family holidays in term time be authorised after they have happened. Unauthorised absence may result in the issue of a Penalty Notice to each parent, for each child absent.

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning, your child's overall attendance rate which includes sickness and medical appointments. The Headteacher can authorise up to 10 days of absence in exceptional circumstances, such as service personnel who cannot take family holidays outside of term time or a request for attending a close family member's funeral. **No parent / carer can demand leave of absence for their child as a right.**

The cost and availability of holidays is not considered to be an exceptional circumstance in the Surrey County Council guidance.

Name of child..... Class.....

I/We request authorisation for school absence (total number of school days)

From (first day of absence) To (last day of absence)

This absence cannot be taken outside of the school day because: (please specify exceptional reasons below)

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Signature of Parent/Guardian..... Date.....

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE(S) WHERE YOUR CHILD ATTENDS

For completion by the school:

Approved		The absence will be recorded as authorised
Not approved		The absence will be recorded as unauthorised

HEADTEACHERS SIGNATURE Date.....

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Child's attendance during this academic year to date:

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Penalty Notices

The Inclusion 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 Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.**

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, **each parent** is liable to receive a penalty notice for **each child** who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

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

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