

St Giles' C of E (A) Infant School



Notification of Absence during term time

Please read the following guidance carefully.

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 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

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 may 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.

Name of child:	Class:
I am applying for leave of absence for my child: from: _____ to: _____	
Number of school sessions (2 per day - am & pm): _____	
I understand that this absence will be classed as unauthorised on my child's school record and in data reported to the Department for Education and the Local Authority. If there are exceptional circumstances for which leave is requested please attach details. Please provide proof to back up your request if possible.	
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...	
Signed: (Parent/Carer)	Date:

To be completed by the Headteacher		
Child's attendance level over the last 12 months:		%
Child's attendance level over the previous school year:		%
Our overall school target for attendance this year is		%
Is this child a Persistent Absent pupil in this academic year?		YES/NO
Has this child been a Persistent Absent pupil in the last 2 years?		YES/NO
Having considered your request carefully, my decision is that leave of absence is:		
Approved	Number of sessions =	The absence will be recorded as authorised .
Not approved	Number of sessions =	The absence will be recorded as unauthorised .
Explanatory notes:		
Signed:		Date:
(Headteacher)		