



## WALLACE FIELDS INFANT SCHOOL GRANT FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES



*Please return completed form to the School Office*

Dear Parent/Guardian: we have received an application from you requesting your child to be absent from School during term time.

**BEFORE COMPLETING THIS FORM PLEASE READ THE WFIS ATTENDANCE POLICY via our website.**

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period and not during term time. During the academic year pupils are at school for 190 days and at home for 175 days.

*The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1<sup>st</sup> September 2013 states that Head Teachers may not grant any leave of absence during term time unless there are "exceptional circumstances". The Head Teacher is also required to determine the number of school days a child can be away from school if such leave is granted.*

Please note, where a child is taken out of school for a holiday during term time for 5 consecutive days or more, without the authority of the Headteacher, **each parent/carer** maybe liable to receive a penalty notice for each child.

**Unauthorised absence of 5 days/10 sessions or more within a three month period (this need not be consecutive) will 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. In the case of separated parents, the penalty notice will be sent to the parent requesting leave of absence and / or taking the pupil out of school

For the School to consider the authorisation/non authorisation of an absence during term time for any other reason, we would firstly require you to complete the form and questions below. If a Grant for Leave of Absence in Exceptional Circumstances is authorised during an academic year no other requests for Leave of Absence in that year will be considered as laid out in the School's Attendance Policy.

<b>Name of child:</b>	<b>Class:</b>	<b>To be completed by the Chair of Governors</b>	
Dates of absence requested: From: to:	Reason for absence:	Child's attendance level over the last 12 months	%
		Our overall school target for attendance this year is:	97%
Total number of school days:	This <b>cannot</b> be taken during the school holidays because:	Having considered your request carefully, my decision is that leave of absence is:	
Please attach any supporting evidence, e.g. a separate statement, invitation, letters, etc.		Approved	The absence will be recorded as authorised
	Has your child already had leave of absence in this school year?    YES / NO	I also have children at (name of school)	Partially Approved
Not Approved			<i>Your request for absence has been carefully considered and has not been approved. If you continue to take your child out of school on these dates, absence will be marked as unauthorised. The issuing of a penalty notice for unauthorised leave of absence may be considered appropriate where unauthorised leave of absence in term time (5 days/10 sessions or more within a three month period – this need not be consecutive*) is taken without the authorisation of the school. If your child's attendance falls below 90% with accrued unauthorised absences, they may also be referred to the Local Authority's Inclusion Service.</i> * According to Surrey County Council Code of Conduct for FPNs
Parent Name _____ Signature _____	Date form completed _____ Date form received at WFIS _____	Reason request denied / partially denied	Too short notice / Excessive amount of days requested / detriment to the child's education / already low attendance
Signed and dated by Chair of Governors			