



WALLACE FIELDS INFANT SCHOOL

GRANT FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES

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 1st 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 will 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.

Name of child:		Class:
Dates of absence requested: _____ to: _____		
Reason for absence:		
Total number of school days:		
This cannot be taken during the school holidays because:		
Please attach any supporting evidence, e.g. a separate statement, invitation, letters, etc.		
Has your child already had leave of absence in this school year? YES / NO		
I also have children at (name of school)		
Parent Name Signature		
Date form completed Date form received at WFIS.....		
PLEASE RETURN THIS COMPLETED FORM TO THE SCHOOL OFFICE		
To be completed by the Chair of Governors		
Child’s attendance level over the last 12 months:		%
Our overall school target for attendance this year is:		97%
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 A penalty notice will be issued if this is for 5 consecutive days or more	
Signed: (Chair of Governors) _____		Date: _____