



GREAT BARTON PRIMARY ACADEMY

Application for leave of absence for exceptional circumstances

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.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to back up your request.

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 Suffolk 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 with a summons to appear at the Magistrates Court, which will incur further costs imposed by Suffolk County Council and by 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 days:		
The exceptional circumstances for which leave is requested:		
Has your child already had leave of absence this school year? yes / no		
Please name any other child (and their school!) that will be absent from school:		
Signed (Parent/ Carer)		Date:
To be completed by the head teacher		
Name of Child:		Class:
Current attendance is %		
Last academic year was %		
Approved		The absence will be recorded as authorised.
Not Approved		The absence will be recorded as unauthorised.
Penalty notice		Request will be made to Suffolk County Council for a penalty notice to be issued.
Explanatory Notes		
Signed:		Date:

FOR OFFICE USE ONLY

Letter to parent/carer date sent _____

Teacher informed

MIS updated

Penalty Notice Request date sent _____