

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 becomes 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 Surrey County Council's Code of Conduct

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.



# St Cuthbert Mayne

## Catholic Primary School



Name of child:	Class:
Reason I am applying for leave of absence for my child:	
From:	To:
Number of school days:	
The exceptional circumstance for which leave is requested is:	
Has your child already had leave of absence in this school year? Yes/No	
If yes please provide details:	
Signed:	
parent/carer	Date:

<b>To be completed by the Headteacher</b>	
Our overall school target for attendance this academic year (2016-2017) is 96.5%	
Child's attendance level over the last 12 months:	%
Approved (The absence will be recorded as authorised.)	
Not approved (the absence will be recorded as not authorised.)	
Signed:	Date: