



OATLANDS SCHOOL

St Mary's Road, Weybridge, Surrey KT13 9PZ

Telephone: 01932 843990 E-mail: info@oatlands.surrey.sch.uk

Head Teacher: Tanya Mooney

Living our Values, Learning for Life

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, 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 Head Teacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request. You are advised to request a leave of absence well in advance of confirming any travel arrangements.

Unauthorised absence of 5 days or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

The Head Teacher will consider the reasons for your request carefully, considering the effect on the continuity of your child's learning and your child's overall attendance rate. The Head Teacher will notify you of her decision within five days.

For further information, please refer to our School Attendance Policy.

To be completed by the parent/carer

Name of Child:		Class	
Date from:	To:	Total number of days:	
The exceptional circumstances for which leave is requested:			
Has your child already had a leave of absence this year?		Yes / No	
If Yes, please give dates and details:			
Signed:		(parent/carer)	Date:

To be completed by the Office/Headteacher

Attendance this academic year: _____ %		School target attendance: 98%	
Authorised absences to date: _____ sessions		Unauthorised absences to date: _____ sessions	
Having considered your request carefully, my decision is that this leave of absence will be recorded as:			
Authorised		The absence will be recorded as authorised.	
Unauthorised		The absence will be recorded as unauthorised as it is not considered to be 'exceptional circumstances.'	
Unauthorised		The absence will be recorded as unauthorised as it is not considered to be 'exceptional circumstances' and as there have been previous unauthorised absences, this absence meets the threshold of 10 sessions (5 days) within a 10-week rolling period and we will be requesting Surrey County Council to issue a penalty notice in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £80, per child per parent/carer, if paid within 21 days or £160 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in the Local Authority considering legal proceedings against you in the Magistrates Court.	
Unauthorised		The absence will be recorded as unauthorised as it is not considered to be 'exceptional circumstances' and as this request is for 5 or more days, we will be requesting Surrey County Council to issue a penalty notice in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £80, per child per parent/carer, if paid within 21 days or £160 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in the Local Authority considering legal proceedings against you in the Magistrates Court.	
Explanatory Notes (if applicable):			
Signed:		(Head Teacher)	Date: