



# OATLANDS SCHOOL

St Mary's Road, Weybridge, Surrey KT13 9PZ  
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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 (10 sessions) or more 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 the Local Authority considering legal proceedings against you in the Magistrates Court.

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: <b>98%</b>
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: _____