



St Peter's C of E (Aided) Primary School

Little Green Lane, Farnham, Surrey, GU9 8TF

☎: 01252 714115 Fax: 01252 721215

✉: info@stpeters-farnham.surrey.sch.uk

www.stpeters-farnham.surrey.sch.uk



Request for leave of absence from school for special circumstances during term time

This should be completed by the Parent/Guardian before booking any travel arrangements.

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 2016, which became law on 1st September 2016, state 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 leave is granted.

If you take your child on holiday without authorisation the Local Education Authority has the power to issue fixed penalty notices of £60 per parent per child if paid up to 20 days rising to £120 per parent per child if paid between 21 and 28 days (Anti-Social Behaviour Act 2004). Failure to pay within 42 days will result in a summons to appear in a Magistrate's Court.

Please complete and submit this form if you want the head teacher to consider your request for your child's leave of absence for an exceptional circumstance. We may ask for proof to back up your request. The head teacher 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/ren:	Class/es:
I am applying for leave of absence for exceptional circumstances for my child/ren for <i>(give dates)</i> :	
From (first day):	To (last day):
Number of school days:	
The exceptional circumstances for which leave is requested is (please give details):	
Has your child already had leave of absence in this school year? YES / NO	
If YES, please give dates and details:	
I also have a child/ children at the following school/s:	
<i>I have read the schools leave of absence policy document.</i>	
Signed:	Date:
Parent:	

Please return both sheets back to the office. The Head Teacher will process your request and you will have the second sheet returned to you.

Approved ☐

Not Approved ☐



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To be completed by the Head Teacher		
Child/ren's name:		
Child/ren's class:		
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.
Explanatory notes:		
<div style="height: 150px;"></div>		
Signed: _____ (Head Teacher)		Date: _____