



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

Head Teacher: Mrs Sarah Dunning MEd ALCM



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 School Attendance Regulations 2025 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

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 validate your request.

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, **per parent/carers per child**, if paid within 28 days. This will be reduced to £80 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, **per parent/carers 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/carers per child**, in the Magistrates Court under section 444 Education Act 1996.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. In the absence of a decision, parents/carers cannot assume that permission for the absence has been given. For further information, please refer to our School Attendance Policy.

Important

Before proceeding, please ensure you have read and understood all of the information contained on this page.

By ticking the box below, you confirm that you have read and accepted the guidance and wish the Headteacher to consider your request for a leave of absence due to exceptional circumstances.

Please then complete **Page 2** of this form in full.

☐ I confirm that I have read and understood the information above.





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FORM TO BE COMPLETED BY PARENT/CARER

Name of child 1:	Class:	Date of birth:
Name of child 2 (if applicable):	Class:	Date of birth:
Name of child 3 (if applicable):	Class:	Date of birth:
I am applying for leave of absence for my child/children for:		
From:		To:
Number of school days:		
The exceptional circumstances for which leave is requested:		
Has your child/children already had any leave of absence since 01 September 2024 resulting in a penalty notice being issued to you (applicant) or any other parent/carers? YES / NO		
If YES , please give dates and details:		
I also have a child/children at the following school(s):		
PRINT full name of parent/carers:		
Signed (parent/carers):		Date:

Fine amounts			
Absence – per parent/per child	0 to 21 days	22 to 28 days	More than 28 days
First absence (since 19 August 2024)	£80	£160	Prosecution
Second absence (within 3 years of first PN issue date)	£160	£160	Prosecution
Third absence (within 3 years of first PN issue date)	N/A	N/A	Prosecution



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To be completed by the Headteacher

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. Your request for the child(ren) named above to be absent from school for the dates given above has not been approved, as the reasons given are not considered to be 'exceptional circumstances'. The School Attendance Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If you take your child out of school without the approval of the school, you will be liable to receive a penalty notice per parent/carers, and the following will apply: 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, per parent/carers per child, if paid within 28 days. This will be reduced to £80 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, per parent/carers 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/carers per child, in the Magistrates Court under section 444 Education Act 1996. We hope that you will reconsider taking this leave of absence.

Explanatory notes:

Signed (Headteacher):	Date:
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Office use only

Date entered onto Arbor:	
Initials of staff who completed:	
Date copy sent back to parent:	
Is this child on the SEND register?	YES / NO