

**Application for Leave of Absence for Exceptional Circumstances during Term Time**

***Please read these guidelines carefully***

As parents and carers, you have a legal responsibility to ensure your child attends school regularly. During the academic year, students 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 became law on 1st September 2013 state that Headteachers may not grant 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. If the school does not agree the absence and leave is taken without permission, the absence will be unauthorised.

Unauthorised absences may result in a Penalty Notice being issued by the Education Welfare Service in accordance with Raynes Park High School's Attendance Policy. The Penalty notice is £120, per child per parent/carer. If paid within 21 days it is reduced to £60. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

Please complete and submit this form if you would like your request for leave of absence for exceptional circumstances considered by the Headteacher.

The Headteacher will consider carefully the reasons for absence and you will be notified of the decision. For further information, please refer to the school's Attendance Policy.

<b>To be completed by the Parent/Carer</b>	
<b>Name of student:</b>	<b>Form:</b>
I am applying for leave of absence for my child from:	
From:	To:
Number of school days:	
The exceptional circumstances for which leave is requested:	
<i>(additional evidence may be required)</i>	
Signed:	Date:

Please return completed and signed form to the Headteacher.