



The Walsh Schools  
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[www.walshschools.uk](http://www.walshschools.uk)

Headteacher: Mr Pete Bailey

### Application for Leave of Absence in Exceptional Circumstances Form

<b>Name of Child:</b>		<b>Class:</b>
I am applying for leave of absence for my child for...		
<b>From:</b>	<b>To:</b>	<b>Number of school days:</b>
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 notice being issued to you (applicant) or any other parent carer? YES / NO		
If YES, please give dates and details:		
<b>I also have children at (please give name and school)</b>		
Signed parent / Carer)		Date:
<b>Parent/Carer's names and addresses (for use by the Court Presentation Officer if appropriate)</b> <b>NOTE: Surrey policy is that penalty notices will be issued for unauthorised holiday leave (See reverse)</b>		
Name of Primary Parent/Carer accompanying child on leave		Name of Secondary Parent/Carer accompanying child on leave
Address:		Address:

<b>To be completed by the Headteacher</b>			
% attendance this school year		Would pupil miss any assessments, examinations or school events	
Cumulative unauthorised absence in the previous 10 weeks (No. of Sessions)		Should this request be considered by the Governing body	
Other local schools consulted		Recorded on Arbor and code used	
Approved. The absence will be recorded as authorised		Number of sessions to be included in the unauthorised leave cumulative total:	
Not approved. The absence will be recorded as unauthorised		National Threshold reached. Surrey County Council to be requested to issue a penalty notice per parent/carer per child	
Explanatory notes:			
Signed by Headteacher:			Date:

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## WALSH SCHOOLS - 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 Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request.

**The 'National Threshold', when it is appropriate to consider issuing a penalty notice, is 10 sessions\* of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the summer term and a further 8 weeks within the autumn term):**

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 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.

*\*A session is a registration period. i.e. a morning, or an afternoon. Each school day is 2 sessions long*

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