



Beaufort Primary School



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. Holidays should be taken during the school holiday period in order not to disrupt your child's education. In line with other Surrey schools, it is our policy **NOT** to authorise leave of absence in term time unless there are exceptional circumstances. Family holidays, day trips or birthdays are **not** classed as exceptional circumstances and will **NOT** be authorised. 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. This form can be handed in to the school office or emailed to reception@beaufort.surrey.sch.uk. **We class 'exceptional circumstances' as an event which cannot reasonably have been predicted or foreseen. While family holidays are enriching experiences, the school year is designed to give families the opportunity for these breaks without having to disrupt the children's education.**

The National Association of Head Teachers (NAHT) guidelines for exceptional circumstances are classed as "rare, significant or unavoidable" and if an event can be reasonably scheduled outside of term time, then it would not be normal to authorise absence.

In line with the guidance from the DfE, leave of absence during SATs, and other external exam periods will not be authorised by the school and a Penalty Notice may be issued.

Absences for important Religious Observances

The School will authorise 1 day to attend the ceremony depending on when the moon falls and will advise annually. Parents wishing to take this day should complete a request for leave of absence well in advance of the religious observance, and submit this to the Headteacher.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which becomes law on 1st September 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.

If you believe that your leave of absence can be justified, given the information above, and you wish the Head teacher to consider your request for your child's leave of absence for exceptional circumstances, please complete and submit the form overleaf. We may ask for proof to back up your request.

The Headteacher will follow the school's Attendance Policy in making the decision. For further information, please refer to our School Attendance Policy, which is available upon request from the office.

Unauthorised absence may 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 you being served a summons to appear at the Magistrates Court.

Please make sure you have read the guidance overleaf before you complete and return this form to the School Office.

Name of child:		Class:	
I am applying for leave of absence for my child, this cannot be arranged during the school holidays because:			
Dates of Absence - from:		to:	Number of school days:
Has your child already had leave of absence in this school year?		YES / NO	
If YES, please give dates and details:			
I also have children at...		(other Surrey schools)	
Home Address:		Contact Numbers:	
Signed: (Parent/Carer)		Date:	

To be completed by the Headteacher		
Child's attendance level over the last 12 months:		
Our overall school target for attendance this year is		95%
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:		
Signed: (Headteacher)		Date: