

Woking High School

Application for Leave of Absence for Exceptional Circumstances

Please read the following guidance carefully.

As parents/carers, you have a legal responsibility to ensure your child's attendance at school. 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, state that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. The Headteacher will be responsible for granting/refusing requests for student absence during term time, on behalf of the Governing Body. The Headteacher will determine the authorised period of absence, if leave is granted.*

AUTHORISED ABSENCE

Requests for absence during a school year, are given careful consideration by the Headteacher on behalf of the Governing Body. Authorised leave of absence may be granted for such occasions as students representing County/Country or to attend internal/external examinations. Leave of Absence is not granted when parents choose to take their holidays in order to obtain low season rates. **Approval will not be granted to Year 11 students to take leave of absence during their last year at school, or to any student during major assessment or examination periods.**

The Headteacher will consider the reasons for each request carefully and the decision will then be communicated. The school may ask for proof to support requests for leave of absence. Occasional absences as a result of illness/medical appointments, interviews etc. require a note of explanation from parents to the form tutor/Learning Co-ordinator.

UNAUTHORISED ABSENCE

Any absence not authorised by the Headteacher is classified as 'unauthorised' and must be reported to the School Governors and the Local Authority, Surrey County Council's Inclusion Services.

Unauthorised absence of 5 days or more 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.

SCHOOL WORK AND HOMEWORK

Students who are granted leave of absence will be expected to make up missed work during the absence or upon return. Where a student is behind with work, has poor attendance, or is not fulfilling their potential, approval may not be granted.

Parents should complete the section below and send this form to the school office **at least two weeks before** the requested absence.

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. The Headteacher will consider the reasons carefully and the school will notify you of the decision.

Name of child:		Class:
I am applying for leave of absence for my child from:		to:
Number of school days:		
The exceptional circumstances for which leave is requested:		
Has your child had leave of absence or other absences already in this school year? YES/NO		
If YES, please give dates and details:		
Signed (parent/carer):	Print name:	Date:
Address and contact number:		
To be completed by the Headteacher		
Having considered your request carefully and in view of Government regulations, my decision is that leave of absence is:		
Fully approved	The absence will be authorised.	
Partly approved school days will be authorised. Any remaining days will be unauthorised.	
Not approved	The absence will be recorded as unauthorised.	
Explanatory notes:		
Signed: _____ (Headteacher)		Date:
Office use:	Approved – C / P	Not approved - G