Fetcham Village Infant School

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Head teacher:	Mr S Sharp

Ofsted Outstanding School 2014|2015

Notification of Absence during term time
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, which becomes law on 1st September 2013 state that Head teachers may not authorise any leave of absence during term time unless there are exceptional circumstances. The Head teacher is also required to determine the number of school days a child can be away from school if leave is authorised.

Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice
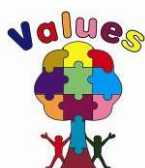
Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct . The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

The Head teacher will consider the reasons for the request carefully and will notify you of the decision. For further information, please refer to our School Attendance Policy.

Name of child:	Class:
I am applying for leave of absence for my child from: to:	
Number of school sessions (2 per day - am and pm):	
I understand that this absence will be classed as unauthorised on my child's school record and in data reported to the Department for Education and the Local Authority. If there are exceptional circumstances for which leave is requested please provide details. Please provide proof to back up your request if possible. Reason for request: _____	
Signed: (Parent/Carer)	Date:

Leave of absence request – return slip

To: Class:

To be completed by the Head teacher
Having considered your request carefully, my decision is that leave of absence is:
Approved: The absence will be recorded as authorised. Number of sessions =
Not approved: The absence will be recorded as unauthorised. Number of sessions
Signed: Head teacher   Date:

Our values based education empowers individuals to be the best that they can be.