



Queen Eleanor's Church of England Junior School
 An Academy in the Good Shepherd Trust*
 Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
 E-mail: office@queen-eleanors.surrey.sch.uk
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"A caring, supportive community, grounded in a Christian ethos, where children are inspired to explore their potential and develop skills for life."

Head Teacher: Mrs Jo Davies

Leave of Absence in Exceptional Circumstances Application Form

Please complete the form giving as much detail as possible

If you are requesting a leave of absence in exceptional circumstances for more than one child you will need to complete a separate form for each child.

The Education (Pupil Registration)(England)(Amendment) Regulations 2013 which became law on 1st September 2013 state that Head Teachers may **not** grant any leave of absence during term time unless there are exceptional circumstances. As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period and not during term time. During the academic year pupils are at school for 190 days and at home for 175 days.

Please fill in this form if you want to ask the Headteacher of your child's school to authorise a leave of absence during term time. Under no circumstances will absences for family holidays in term time be authorised after they have happened. Unauthorised absence may result in the issue of a Penalty Notice to each parent, for each child absent.

The Headteacher will consider the reasons for the request carefully but can only authorise the leave if s/he considers the reasons for the request to be exceptional. The Headteacher will notify you of the decision within five days.

Name of child:		Class:
I am applying for leave of absence for my child for		
.....		
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...		
Signed:	(Parent/Carer)	Date:

THIS PART OF THE FORM TO BE KEPT IN THE CLASS REGISTER UNTIL THE DATES HAVE PASSED

Leave of Absence in Exceptional Circumstances Application Form		
(To be completed by the Headteacher)		
Name of child:		Class:
Child's attendance level last academic year:		%
Our overall school target for attendance this year is:		%
Having considered your request carefully, I do/do not consider this to be exceptional circumstances and will/will not be authorising this absence.		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed:	(Headteacher)	Date:

www.queen-eleanors.surrey.sch.uk

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