KINGS COLLEGE SOUTHWAY, GUILDFORD, SURREY GU2 8DU

Application for leave of absence for exceptional circumstances

Please read the following guidance carefully.

Please complete and submit this form if you would like the Principal to consider your request for your child's leave of absence for exceptional circumstances. All circumstances for each individual request will be taken into account, including the student's current rate of attendance, and the nature of the activity. All requests should be submitted at least two weeks before the first day of intended absence. Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which becomes law on 1st September 2013 states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Name of student:	**Form:**
I am applying for leave of absence for my child from: to:	Number of school days:
The exceptional circumstances for which leave is requested:	
Signed: (Parent/Carer)	Date:

You should return this form for the attention of the Attendance Officer
or via email at office@kingscollegeguildford.com

FOR OFFICE USE ONLY

Student's current attendance level:	
Any previous exceptional absence requests	Yes/No
Having considered your request carefully, my decision is that leave of absence is:	
Approved/Not approved	The absence will be recorded as authorised/unauthorised
Explanatory notes:	

Signed:

Mr A McKenzie, Principal Date:

Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice.

Just to remind parents/carers that if they take their child out of school without authorisation for 5 or more days, they will be liable to receive penalty notices. Currently, the amount payable under a penalty notice is £60.00 payable within 21 days, rising to £120.00 if paid within 21- 28 days. If the penalty notice is not paid within 28 days, the Local Authority will consider a prosecution in the Magistrates Court. Please note that Penalty Notices are issued per parent/carer per child, so a family with 2 parents/carers and 2 children will receive 4 penalty notices.