



Holy Trinity Pewley Down School

Request for Exceptional Leave of Absence

Please read the following guidance carefully and do ask if you need further advice.

Parents have a legal responsibility to ensure their child's attendance at school – we consider that every day at school is an important opportunity for learning. Please be aware that The Department of Education's statutory guidance on working together to improve school attendance (applies from 19 August 2024), states 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.

Please note: Surrey County Council is tightening its attendance procedures on casual absenteeism. Whilst the School may be aware of your child's absence, absences may still be investigated by the Inclusion Officer.

If you would like your request for your child's leave of absence due to exceptional circumstances to be considered, please complete and submit this form to the school office. We may ask to meet with you to discuss your request.

| To be completed by the Parent/Guardian | |
|--|--|
| Name of child: | |
| Class: | |
| Dates of proposed absence: | |
| Total number of school days missed: <i>(not including weekends or school holidays)</i> | |
| Has absence been granted already this academic year: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, how many days*? | |
| *If this absence request is for 5 days or more, or will take the authorised absence to more than 5 days during the school year then you will be required to attend a 1:1 meeting with the Headteacher. Please contact the school office on 01483 570038 (Infants) or 01483 539033 (Juniors) to arrange this appointment. | |
| Reason for proposed absence (special circumstances / exceptional reasons): | |
| Parent/Guardian's signature: | |
| Date: | |



Holy Trinity Pewley Down School

Request for Exceptional Leave of Absence *(continued)*

| To be completed by the Headteacher | |
|---|----------------------------|
| Your child's absence on the date/s requested has been determined as: <i>Absence information will be recorded on your child's school record</i> | |
| Your child's current attendance record is: | % |
| Signed: | Vicky Ellis Headteacher |
| Date: | |

| Record of 1:1 Meeting | |
|------------------------------|--|
| Date: | |
| Notes/Actions: | |

| | |
|---------------------------|--|
| Office Use | |
| Date request received: | |
| Entered into Register: | |
| Teacher advised: | |
| Confirmation of decision: | |