

The exceptional circumstances for which leave is requested:

Has your child/children already had any leave of absence since 01 September 2024 resulting in a penalty notice being issued to you (applicant) or any other parent/carer? YES / NO

If YES, please give dates and details:

I also have children at...

Signed: (Parent/Carer)

Date:

Address :

To be completed by the Headteacher

Having considered your request carefully, my decision is that leave of absence is:

Approved

The absence will be recorded as authorised.

Not approved

The absence will be recorded as unauthorised and we will be requesting the Surrey County Council to issue a penalty notice per parent/carer per child.

Explanatory notes:

Signed:

(Headteacher)

Date: