



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:	
<b>I also have children at...</b>	
Signed: (Parent/Carer)	Date:
Address :	

<b>To be completed by the Headteacher</b>		
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: