



LEAVE OF ABSENCE REQUEST

The Department of Education has advised schools to only authorise leave of absence/holidays in exceptional circumstances, Please complete the form below and return to school at least one month before the requested absence. School will endeavour to respond to your request within 5 working days. Please note that taking your child away during the school term is detrimental to their educational progress.

Please be aware that if holidays are taken without approval, this information will be passed to our Education Welfare Officer. Taking an unauthorised holiday is a Criminal Offence and may result, depending on the circumstances of each case, in either a Penalty Notice being issued or Prosecution in the Magistrates Court. A Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 Days is £60, between 22 and 28 days is £120. Penalty Notices are issued to each parent, per child. However, if a penalty notice is not paid then the Parents may be prosecuted in the Magistrates Court. In some cases, a Penalty notice will not be offered at all and the matter referred immediately for Prosecution. In the Court the penalty is a fine of up to £1000 and a Criminal Record. More information can be found on the Wokingham Borough Council website or from the Education Welfare Service.

Name of child	
Class/Teacher	
First day of absence	
Return date to school	
Number of days absence	
Sibling details - Name(s) / School(s)	
Reason for absence in term time (this must be completed with an accompanying letter giving full details. Supporting documents required eg: flight details/wedding invitation/official invite etc.	
I understand that regular and punctual attendance at school is both a legal requirement and essential for pupils to maximize their educational opportunities. I accept that the school will not be able to provide work covered in class during my child's absence.	
Signature of parent(s) / Carer(s)	
Date	
FOR OFFICE USE ONLY	
Attendance: Has an exceptional circumstance leave of absence been authorized this year? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current year: % authorized unauthorized..... % Previous year: %
Sibling Attendance:	Current year: % authorized unauthorized..... % Previous year: %
Absence code to be applied to this request: P - Approved sporting activity (authorized) J - Interview / entrance exam (authorized) G- Family holiday (not authorized) C - Other authorized circumstances	R- Religious observance (authorized) M - Medical / dental appointments (authorized) H - Family holiday (authorized due to exceptional circumstances) O - Other unauthorized
School Response: Your request for leave of absence has been considered and <input type="checkbox"/> has been approved <input type="checkbox"/> has not been approved Comments:	
Headteacher's signature: Confirmed date:	
Arbor updated:	